



TRINITY EXECUTIVE PARTNERSHIP

MARIST HIGH SCHOOL CHICAGO, IL

TITLE: EXECUTIVE DIRECTOR OF INSTITUTIONAL ADVANCEMENT

THE INSTITUTION

Marist High School Chicago Mission Statement:

The Mission of Marist High School as a Roman Catholic, coed high school, is to make Jesus Christ known and loved in the Marist Brothers' tradition, while preparing students for higher education and life.

Marist High School opened its doors on September 9, 1963, under the leadership and direction of the Marist Brothers of the Schools, an international order of teaching Brothers founded in La Valla, France in 1817. A debt of gratitude is owed to the founding Brothers, students, and parents who were the early pioneers in building the foundation of Marist. The school has thrived over the last fifty-four years, and now boasts more than 18,000 alumni. Through the years, Marist has developed an innovative and demanding college preparatory curriculum that serves Chicago-area and suburban students at all academic levels, while keeping its Catholic identity at the forefront of its mission.

Over the course of five decades, Marist has made significant capital improvements and additions that have provided more classrooms, a theatre, computer labs, new and improved athletic facilities and more. The school has been transformed from its original marshland landscape into a premier 55-acre campus with modern amenities for today's students.

One of the most significant changes for the school was its transition to a co-ed enrollment during the 2002-2003 school year, with the first co-ed class graduating in 2006. This change opened the doors for thousands of families in the community and truly made Marist a place where young men and women are "students for four years...brothers and sisters for life."

Academically, Marist graduates have gone on to top universities across the nation and achieved success in a variety of industries. Being at the forefront of technology has always been a pillar of the school, and during the 2014-15 school year Marist unrolled a one-to-one iPad technology program that focuses on collaborative learning and supports the dedicated teachers who staff three different college-prep programs. Marist extracurricular programs have a strong history. Starting from the school's early days and throughout its membership in the East Suburban Catholic Conference, Marist athletic teams have been consistently successful, and have garnered accolades and

media attention on the local, state, and national level. Student clubs have offered a variety of ways to grow skills and talents, and have also brought Marist “honor and glory and fame.”

Above all, the past fifty-four years have been a journey in faith, family, and service for the school. The opportunity for young men and women to grow spiritually and live out the mission of the school by serving others has always been the guiding principle at Marist. From a long-standing senior service outreach program today serving 18 local organizations to service projects in the community to national and international mission trips, Marist continues to serve “the least favored.”

Marist High School is poised for continued growth in all aspects of school life, and looks to be the leader in Catholic secondary education for “time and eternity.”

THE POSITION

Reporting to the President, the Executive Director of Institutional Advancement is responsible for providing leadership and supervision of an experienced Advancement team including two major gift officers, the director of the annual fund, the constituent relations manager, the director of marketing and communications, and support staff and their work for the fundraising, marketing, and communications programs of Marist High School. This individual oversees all fundraising activities relating to annual giving (Marist Fund), planned/major giving, capital and endowment campaigns, special events and programs, donor relations/stewardship, alumnae relations, and other school-related solicitations.

Additionally, the Executive Director of Institutional Advancement is responsible for preparing and monitoring the Advancement budget and generating annual goals and objectives for all areas under his/her direction.

The Executive Director of Institutional Advancement attends all School Board meetings and supports the Advancement Committee Chair and the committee members.

SPECIFIC RESPONSIBILITIES

Management of the Advancement Team

- Develops short and long-term strategies, goals, and objectives in support of Marist’s strategic plan and mission. This includes the development and implementation of annual plans as well as performance measures to evaluate the effectiveness of all aspects of the Advancement program.
- Meets financial goals for all current operations including the Marist Fund, the Endowment fund, capital campaign, special projects, and capital growth.
- Ensures that all Advancement efforts are directed at increasing donor support and enhancing the potential for future donor involvement.

- Collaborates with Admissions and Marketing to communicate consistent messaging across all departments of Marist High School.
- Develops and manages an annual Advancement budget that is directly linked with the priorities of the Advancement program and the Marist High School.
- Communicates a broad understanding of and commitment to Marist's mission, vision, and programs.
- Represents Advancement interests at the senior administrative level.

Fundraising

- Identifies, cultivates, solicits, and stewards major donors along with members of the Advancement team. Develops relationships with key donors and implement strategies that will bring donations to Marist either through direct solicitation by the Executive Director of Institutional Advancement, Advancement team members, or by working with the President, School Board members, and volunteers as they contact prospective donors.
- With the Advancement Team, personally engages in direct solicitation of major donors. Maintains an active schedule of solicitation visits; establishes and meets mutually agreed upon annual goals for dollars raised and calls made on donors and prospects.
- Oversees major gift campaign strategies and with the Advancement team coordinates the identification, cultivation, and solicitation of top prospects for the Marist Fund and other campaign initiatives.
- Oversees the Major Gift officers and their plans to identify, cultivate, solicit, recognize, and steward the next generation of major gift donors.
- With the Director of the Marist Fund, oversees the planning, yearly solicitation strategy, and schedule for the Marist Fund.
- With the Constituent Relations Manager, oversees all events (parent and alumni/alumnae events, regional alumni programs, recognition events, golf outings and special celebrations) that promote the connection of individuals to Marist High School.
- Develops fundraising strategies to achieve long-term endowment goals as outlined in Marist's existing strategic plan and in recommendations made in Partners in Mission assessments.
- Works with the Advancement team to analyze current event programming to determine those with greatest return on investment. Creates a plan to maximize impact of event programming, including, but not limited to, expanding regional alumnae outreach.
- Reviews annually all funds raised through the Advancement Office and develops strategies for increasing annual fundraising goals.

- Recommends all Advancement Office fund raising goals for the fiscal year to the Advancement Committee.
- Works with Advancement staff to reinforce messaging and strengthen outreach to current students and young alumni/alumnae about a “culture of giving” at Marist High School.
- Works with the Advancement team to develop a planned giving program.
- Oversees gift reporting, acknowledgments, accounting and data management.
- Writes grant applications and reports as needed.
- Stewards endowment gifts with data provided by the Finance Office.

Communications / Marketing

- With the Director of Marketing/Communications, plans and implements a comprehensive long-range communications/marketing plan with annual review and evaluation.
- Together with the Director of Marketing/Communications, determines plan, focus, and potential markets for admissions with annual review.
- With Director of Marketing/Communications, oversees all electronic communications and website requirements for Marist High School.
- With the Director of Marketing/Communications, oversees the planning and production of all external publications.

School Board

- Attends all School Board meetings.
- Prepares Board reports and oversees the writing of individual reports that are prepared by other members of the Advancement team.
- Serves as liaison to the Advancement Committee; works with the Chair to set agendas, providing data, and supporting committee members in completion of their assignments.
- At Advancement Committee meetings, reports the work of staff in pertinent areas.

President

- Provides the President with research, background information, appropriate materials, and recommended strategies for engaging with specific constituents and donors.

- Works with the President and the Advancement team to implement Marist's existing strategic plan to more clearly articulate the intended actions and operating plans to achieve outlined priorities.

Oversight Responsibilities

- Oversees, sets direction, and supports goals for each member of the Advancement team. Ensures that job descriptions for each member of the staff are clear and that annual reviews take place for the benefit of each staff member and the department.
- Collaborates with staff in a manner that will maximize individual talents and encourage professional growth.

QUALIFICATIONS

- A practicing Catholic.
- Commitment to embrace the Catholic and Marist mission and vision of Marist High School.
- Ten (10) or more years of experience in advancement programs and campaigns in a Catholic or private secondary school, college or other institution.
- Demonstrated leadership and effectiveness in developing and accomplishing organizational and financial goals.
- Success in all areas of Advancement including, but not limited to capital campaigns, annual giving, major gift solicitation, marketing and public relations.
- Ambitious, proactive, resourceful, growth-oriented and results-oriented personality and disposition, willing to develop, guide, and prioritize annual goals for the Advancement program.
- Ability to manage a defined portfolio of major gift prospects to closure.
- Natural "networker" adept at developing and maintaining relationships with potential and current donors; demonstrated record of success with personal solicitation of major gifts.
- Demonstrated ability to lead, motivate, and support colleagues, staff and volunteers.
- Experience working with an Advancement staff and ability to create a team-centered approach with colleagues, volunteers, and the larger school community.
- Proven experience in planning, implementing, and managing a comprehensive capital campaign.
- Well versed in strategic planning, with skills that include creative thinking, extensive research and analysis, critical reflection, goal oriented, and practical execution.

- Strong interpersonal skills with demonstrated ability to work well with both internal and external constituencies, effectively representing Marist High School.
- Strong work ethic, evidence of good judgment, outstanding organizational skills and attention to detail, and demonstrable personal integrity.
- Superior communication skills to express, orally and in writing, Marist's mission, vision, and goals with clarity, passion, and persuasion.
- Exposure to and understanding of strategic planning, business planning, investment strategy, resource allocation and financial planning and analysis.
- Working knowledge of Blackbaud, Raiser's Edge and other Advancement-related computer programs and apps; will work nights, weekends, early mornings and overtime, when necessary.
- Bachelor's degree required; Master's degree preferred.

Marist High School is an equal opportunity employer.

Please send resume and letter of interest to m.kane@trinityexecutivepartnership.com.

For inquiries, please contact:

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