



DIRECTOR OF INSTITUTIONAL ADVANCEMENT

FULL-TIME

ABOUT KENNEDY CATHOLIC

Kennedy Catholic High School is a private Catholic high school located in Burien, Washington. It is the mission of Kennedy Catholic to cultivate a diverse community of learners who encounter Christ, pursue excellence, and lead with love.

JOB SUMMARY

The Director of Institutional Advancement is the school's lead development and advancement officer, reporting directly to the President/Principal and serving on the executive leadership team. The director provides strategic direction and management for Kennedy Catholic's new Office for Institutional Advancement, leading and overseeing capital and annual fundraising, communications and events, and alumni relations. The new Director will have the opportunity to develop a new strategic direction for philanthropic support of Kennedy Catholic and its mission to ensure the vitality of the school for years to come.

QUALIFICATIONS

Education & Experience

- Bachelor's degree required; advanced degree and/or professional certification (CFRE) a plus
- At least five years of successful nonprofit fundraising experience, with a demonstrated record of personally soliciting and closing major gifts
- Strong competency in CRM software platforms and/or donor database management, Little Green Light and Greater Giving preferred
- Experience working in the non-profit sector, preferably advancement and educational, religious institutions

Knowledge, Skills, and Abilities

The ideal candidate will possess the following skills and abilities:

- Experience supervising and developing professional staff
- Strategic and analytical thinking, with the ability to use data to inform decisions
- Excellent organizational skills with a keen eye for detail, impeccable follow-up skills, and the ability to manage multiple competing priorities

- Excellent written and verbal communication skills
- Ability to communicate effectively with all school constituencies
- Ability to work professionally with high level benefactors, alumni, and board members
- Efficiently support the goals of the school in a variety of unanticipated ways
- Ability to collaborate with colleagues and constituencies from across the school community
- Enthusiasm, flexibility, maturity, and a sense of humor
- Ability to maintain confidentiality and use discretion
- Commitment to working in and fostering an inclusive community
- Contribute positively to the overall morale of those within the institution
- Proficiency in data management systems and strong working knowledge of all Microsoft Office programs including Outlook Mail, Word, Excel, and PowerPoint; willingness and ability to learn additional applications as needed
- Passionate about the mission and vision of the school

PHYSICAL DEMANDS

- Required to work in standard office and school conditions and must be able to move throughout the office and school buildings with movement including, but not limited to, sit, stand, bend, stoop, reach, grab, pull, climb and descend stairs on a daily basis
- Must be able to sit or stand for extended periods of time at an office desk or within assigned areas at school
- Required to perform repetitive physical tasks such as computer keyboarding, writing and reading
- Must be able to operate equipment necessary for the position such as, but not limited to, a computer, office equipment such as copier, scanner, phone, printer, etc.
- Be able to read a computer screen for extended periods of time
- Must be able to move or carry a variety of items including tables, chairs, boxes and equipment – using proper lifting and carrying techniques – or use equipment (carts, dollies, straps, etc.) to assist in the movement of items
- Must be able to work a varied schedule, including some evenings and weekends
- Must have the ability to travel as necessary

PRIMARY RESPONSIBILITIES

Reporting directly to the President/Principal and working closely with the Board of Directors and Advancement Committee, the Director of Institutional Advancement will hold responsibility for the following areas of leadership:

Strategic Advancement Leadership

- Develop, refine, and execute a multi-year advancement strategy aligned with the school's mission, values, and strategic priorities, including a clear set of priorities and an annual action plan
- Lead annual, major, capital, planned, and legacy giving efforts, ensuring clarity of goals, messaging, and timelines

- Guide the school toward a focused, achievable fundraising portfolio to expand annual support of school operations and address the needs of a growing student population
- Translate strategy into actionable plans with clear benchmarks and accountability

Donor Cultivation, Solicitation, & Stewardship

- Personally cultivate, solicit, and steward major donors while expanding and diversifying the donor base
- Strengthen relationships across families, alumni, grandparents, staff, and community partners through thoughtful, personalized engagement
- Steward donor relationships to sustain and grow our donor base
- Partner closely with the President/Principal and Board in donor strategy, preparation, and visits
- Collaborate closely with the President/Principal to align advancement priorities with institutional goals
- Support the President/Principal in core Advancement efforts

Team Leadership & Development

- Lead, mentor, and support a small professional advancement team, fostering a collaborative, mission-driven, and high-performing culture
- Clarify roles, expectations, and goals, and support ongoing professional growth and retention and provide a plan for expansion commensurate with goal attainment and growth
- Assess team strengths and gaps and make adjustments as needed to ensure sufficient internal capacity

Operational Excellence & Systems Building

- Build and manage a coherent, data-informed advancement operation, including donor analytics, reporting, and pipeline management.
- Oversee an advancement operating budget, aligning staffing, systems, and fundraising investments with realistic return and capacity
- Partner closely with Finance to ensure strong integration, transparency, and accountability

Community Engagement & Storytelling

- Strengthen Kennedy Catholic's case for support by clearly articulating the school's impact, values, and aspirations
- Shape messaging that fosters belonging, gratitude, and shared responsibility
- Partner with the Senior Director of Marketing & Communications to produce advancement communications with clarity and purpose, helping families and donors understand why philanthropy is essential to the school's mission, access, and sustainability
- Work collaboratively with the Alumni Relations Manager to deepen and broaden school affinity and support
- Ensure that communication activities are appropriately coordinated and integrated with advancement and admissions

COMPENSATION & BENEFITS

- Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications. Salary is dependent upon experience, certification, and education. This position is a year-round, full-time exempt position with a salary range of \$95,000-\$125,000.
- A comprehensive package of benefits is offered, including two medical plan options, dental, vision, life, and accidental death and disability, long-term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays
- In-building child/dependent tuition support
- Opportunities to participate/assist with a wide array of co-curricular programs, including athletics, arts, campus ministry, and other clubs and activities for additional modest stipends
- For staff members and teachers in the first five years of their careers, we offer the opportunity to apply for affordable, innovative housing options, based on availability

TO APPLY

- Visit the Office of Catholic Schools website at: <https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1> An application must be completed on this site prior to hire.
- Email cover letter and resume to apply@kennedyhs.org
- Applications will be reviewed on a rolling basis until the position is filled. Target start date is **June 8, 2026** subject to shifting earlier depending upon availability of the candidate
- Any offer of employment is conditional upon required background check and completion of required training