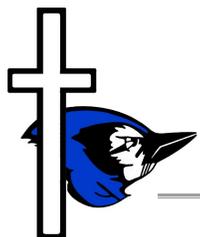


GUARDIAN ANGELS CENTRAL CATHOLIC



ELEMENTARY SCHOOL

408 E Walnut Str
West Point, NE 68788
402-372-5328

HIGH SCHOOL

419 E Decatur Str
West Point, NE 68788
402-372-5326

POSITION TITLE: Director of Advancement

REPORTS TO: GACC President / GACC Board

EFFECTIVE DATE: TBD

POSITION STATUS: Full-time, Exempt

POSITION SUMMARY

The Director of Advancement will develop and implement effective strategies and activities in development that foster the strength and stability of the GACC Schools. The director will establish and maintain close relationships with the members of the GACC schools/parish communities and the public at large. The Director will implement and oversee ongoing advancement activities including constituent communications, annual giving, planned giving and major gift acquisitions.

** This position maybe a PT position or combined with the responsibilities of the GACC President.

CORE RESPONSIBILITIES

Strategic Fundraising Leadership

- Develops and oversees a comprehensive, strategic approach to fundraising in collaboration with the GACC President, schools, Catholic Schools Office, Office of Stewardship and Development, and Board of Directors.
- Establishes clear goals, priorities, and strategies to support the long-term financial sustainability of GACC schools.

Comprehensive Development Operations

- Leads all aspects of fund development, including annual giving, major gifts, planned giving, corporate support, and in-kind donations.
- Designs a balanced funding model aligned with organizational needs and donor capacity.

Donor Engagement & Relationship Building

- Cultivates, solicits, and stewards relationships with current and prospective donors.
- Creates meaningful engagement opportunities that strengthen long-term donor partnerships.

Communications & Constituency Relations

- Oversees the development and execution of a coordinated communications plan for donors and stakeholders.
- Ensures messaging aligns with mission, strategy, and fundraising priorities.

Collaboration & Accountability

- Works collaboratively with internal and external partners to advance fundraising initiatives.
- Performs additional responsibilities as assigned by the GACC President or Board of Directors.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess and able to consistently demonstrate the following personal and professional qualifications:

- Active, practicing Roman Catholic in full communion with the Catholic Church, with demonstrated commitment to the mission of the church and fidelity to her teachings.
- Superior oral and written communication and motivational skills.
- Capable of overseeing multiple programs simultaneously, and to prioritize prospects and activity.
- Evidence of a positive outlook, self-starting, people-orientated and results-orientated.

EDUCATION AND EXPERIENCE:

- Associates Degree or Bachelor's Degree (preferred but not required)
- Experience and full knowledge of professional development/advancement activities as well as communications and public relations activities. (preferred)
- Previous experience in fundraising, marketing and public relations activities for Catholic schools or Catholic entities. (preferred)
- Training in development and institutional advancement activities. (preferred)

APPLICATION INSTRUCTIONS:

Interested candidates are to submit, electronically, the following materials:

- Cover letter and resume
- List of references – References will only be contacted once an applicant has reached semifinalist standing and with permission of the applicant (to preserve confidentiality on the applicant's part)

Materials are to be sent with the subject line - **GACC Advancement Director Application** - to:

Mrs. Vickie Kauffold Ed.S
Superintendent of Schools
Archdiocese of Omaha
vkkauffold@archomaha.org
402-557-5600

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel qualified. Furthermore, they do not establish a contract/or employment and are subject to change at the discretion of the employer.