



# ST. JEROME SCHOOL

## **Director of Advancement**

**St. Jerome School  
Maplewood, Minnesota**

### **THE POSITION**

The full time Director of Advancement reports to the principal and is responsible for the overall strategy and execution of all development and donor engagement efforts to ensure the long-term sustainability of St. Jerome School's Catholic mission. This role is responsible for building and maintaining a culture of philanthropy, securing major gifts, and developing a multi-year pathway toward financial independence.

### **ST. JEROME SCHOOL**

St. Jerome School is a joyfully Catholic school home to about 210 PreK-Grade 8 students and their families. We are celebrating our 75th anniversary as a Catholic school in 2026-2027. St. Jerome School is known for our core values: Believe, Belong, Grow, Learn and Love. Our committed faculty, steady leadership, and excellent academics are steeped within a community of faith and love. We are located in the Twin Cities East Metro.

### **KEY RESPONSIBILITIES**

1. Advancement Leadership
  - a. Develop and execute a comprehensive advancement plan
  - b. Lead annual fund, major gifts, annual gala, events, grants and campaign strategy
  - c. Build and manage a portfolio of major benefactors and friends of St. Jerome School
  
2. Major Gifts and Campaign Strategy
  - a. Identify, cultivate, and solicit benefactors capable of major gifts



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- b. Design and implement a long term campaign strategy
- c. Partner with principal on top-tier donor relationships
3. Donor Engagement and Stewardship
  - a. Create meaningful donor experiences rooted in mission
  - b. Increase benefactor retention and giving levels
  - c. Build systems for ongoing stewardship
  - d. Engage with and manage SJS alumni relationships
4. Grants and Institutional Funding
  - a. Identify and secure foundation and grant funding, in collaboration with the principal
  - b. Manage relationships with key funding partners
5. Advancement Systems and Culture
  - a. Establish data tracking, metrics and reporting systems
  - b. Foster a culture of philanthropy among staff, families and parish
  - c. Support board/trustees in advancement efforts

## **QUALIFICATIONS**

- Proven success in fundraising and friend raising in a non profit organization (preferably \$400K annual or major gift experience)
- Strong relationship building skills
- Superior communication skills, to include social media and media building platforms
- Ability to conceptualize and execute strategic plans and match plans to school culture and needs
- Strategic thinking with execution ability
- Passion for Catholic education and the mission of St. Jerome School and experience in communicating this passion
- Demonstrated leadership and effectiveness in developing and accomplishing organizational goals
- Ability to build a team and effectively recruit and manage volunteers



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- Working knowledge of Givesmart preferred, but not required and Google platform
- Ability to work collaboratively with leadership

## **BENEFITS**

- Comprehensive suite of medical benefits available
- 75% tuition discount for children attending St. Jerome School or Preschool
- Competitive salary commensurate with experience

## **TO APPLY**

Please send a letter of interest, resume and 2-3 references to Anne Gattman, Principal at [agattman@stjeromeschool.org](mailto:agattman@stjeromeschool.org)