



# PROVIDENCE CATHOLIC HIGH SCHOOL

1800 W. Lincoln Highway New Lenox, Illinois 60451 (815) 485-2136 [www.providencatholic.org](http://www.providencatholic.org)

## **PROVIDENCE CATHOLIC HIGH SCHOOL SEEKS DIRECTOR OF INSTITUTIONAL ADVANCEMENT**

Providence Catholic High School (PCHS) is a Catholic, co-educational Joliet Diocesan secondary school administered by the Order of St. Augustine. PCHS is a college preparatory institution, building on over one hundred years of tradition. With excellent academic and co-curricular programs, the school is home to 770 young men and women. Located in New Lenox, IL, on a beautiful 75-acre campus southwest of Chicago, PCHS students come from over 70 schools within a thirty-mile radius. As expressed in our Mission Statement, “Inspired by our Augustinian Values of Truth, Unity, and Love, the PCHS Family is a vibrant community of believers and learners, one in mind and heart on the way to God.”

We are a family rich in tradition. Thirty percent of our faculty and staff are alumni. Our student body consists of many siblings and multi-generational families. Alumni are loyal and committed to our mission. We are blessed with a supportive and collaborative Administration. Our President has served PCHS for 35 years in a variety of roles including faculty member, Pastoral Director, Principal, and as our inspiring and motivational President since 2018. Our Principal began his teaching career at PCHS, teaching from 1989-1996, returning as a positive and dynamic leader in 2022.

PCHS seeks a Director of Institutional Advancement who will expertly assess our current practices to identify areas for growth. Through the next decade, we will build on our accomplishments, embrace new ideas, make our community more diverse and inclusive, continue to grow enrollment, and take PCHS to the next level of excellence. We anticipate a future filled with cooperative work and sustainable improvement. We look forward to becoming something greater, together.

### **DIRECTOR OF INSTITUTIONAL ADVANCEMENT**

We are looking for an ambitious and collaborative leader who is an exemplary role model as a Catholic, with a strong moral compass and an enduring commitment to Catholic education and community. The Director will provide leadership and strategy for all aspects of an established advancement program, including enrollment, marketing, fundraising, print and online communications and social media, financial aid, parent organizations, and alumni relations. The Director is accountable to the President, is a member of the school administrative team, and serves on various boards and committees. The Director supervises a department of five interdependent team members invested in Providence Catholic as alumni and parents of alumni.

## **EXPERTISE SOUGHT**

The ideal candidate should have extensive experience in:

- Fundraising strategies and principles
- Donor management software (Blackbaud Raiser's Edge, Rediker Administrator's Plus)
- Using Microsoft Office Suite
- Tax planning principles and charitable giving options
- Written and verbal communication skills
- Leadership, supervision, and management of staff and volunteers
- Overseeing student recruitment
- Fostering strong alumni relations
- Grant writing
- Event planning

## **EDUCATION AND EXPERIENCE**

The ideal candidate should have:

- Bachelor's degree (Master's degree preferred)
- Five or more years of fundraising experience, including major gift solicitation, for a nonprofit organization
- Knowledge of Chicago area Catholic schools preferred

## **SALARY AND BENEFITS**

Commensurate with experience.

## **APPLICATION PROCESS**

Please email a letter of introduction, resume, and three professional references (including name, phone number, and email address) to Mrs. Melissa Sallade, Administrative Assistant to the President, at [msallade@providencecatholic.org](mailto:msallade@providencecatholic.org).

## **CERTIFICATIONS AND REQUIREMENTS (MAY BE COMPLETED AFTER HIRE):**

- DCFS Mandated Reporter Certificate
- Illinois Sexual Harassment Training Certificate
- Diocese of Joliet Protecting God's Children Certificate
- Diocese of Joliet Fingerprinting & Background Check
- Work Physical/Statement of Health from Physician