

Associate Director of Advancement

The Associate Director of Advancement plays a key role in Knoxville Catholic's advancement program and will work collaboratively with the Advancement team on the development and execution of the plan to grow Knoxville Catholic High School through student recruitment and fundraising. In collaboration with the Advancement team, the Associate Director will implement the school brand, development and recruitment strategies and cultivate relationships with key constituent groups.

Essential Duties and Responsibilities include the following:

- Serve as a key member of the school advancement team to establish goals and objectives related to branding, marketing, fundraising, and recruitment.
- Manage the donor database insuring the accuracy of the data, gift processing, reconciling and reporting.
- Create printed publications such as Annual Report, regular constituency communications, admissions reports, and newsletters.
- Assist in planning and running admission and development events.
- Grow engagement with all stakeholders to assist with fundraising and recruitment.
- Help develop an annual communications/marketing plan to strategically drive maximum results for admissions recruitment and retention, donor and constituent cultivation, and stewardship.
- Write and edit compelling content that builds KCHS's brand through all emerging mediums.

Qualifications:

- Demonstrated excellent written and verbal communication skills, as well as interpersonal skills and initiative.
- Must be reliable and able to manage multiple projects with competing deadlines
- Experience designing publications.
- Must possess skills in the following:
 - Writing, editing (all Microsoft Word programs)
 - Graphic design
 - Website editing (WordPress)
 - Donor database experience (Raiser's Edge)

Qualified applicants should send a resume and letter of interest to Joni Punch joni.punch@knoxvillecatholic.com.