



**DIRECTOR OF ADVANCEMENT
MERCY CAREER & TECHNICAL HIGH SCHOOL
PHILADELPHIA, PENNSYLVANIA**

Mercy Career & Technical High School (Mercy CTE) is a private, urban, co-educational, *career and technical* high school sponsored by the Sisters of Mercy. Please visit www.mercycte.org to learn more about this unique school.

Responsibilities:

- Reports to the President
- Identifies, cultivates, solicits, and stewards donors to advance the mission of the school from within **all** of Mercy CTE's constituencies including the Board of Trustees, alumni, current parents, alumni parents, foundations, corporations, and other friends and volunteers.
- Develops and oversees all fundraising efforts
- Works closely with the President building public awareness for the school and representing the school in all external aspects of the institution.
- Oversees the Advancement Office staff
- Leads a capital campaign within two years of hire.

Qualifications:

- Minimum of seven (7) years of increasingly responsible positions in advancement with significant experience and success in building a donor base.
- Able to develop corporate relations which are vital to career and technical education.
- Proficient at grant writing and team management.
- Visionary and strategic planning capabilities to be applied toward the development of an innovative advancement program and the leadership necessary to ensure its successful implementation.
- Appreciation and passion for the mission of the Mercy CTE.
- Demonstrate the ability to build, foster and maintain relationships with both internal and external constituencies including administrators, faculty, trustees, business leaders, volunteer leaders, students, donors and prospects.
- Strong communication skills to express, orally and in writing, Mercy CTE's mission and fundraising goals with clarity, passion and persuasion.
- Excellent computer skills: Gmail, social media, Raiser's Edge, presentation software, word processing and excel-type software
- Bachelor's degree is required.
- Willing to travel locally and sometimes work nights and weekends.

Qualified candidates may send resume and cover letter to:

Sister Rosemary Herron at rherron@mercycte.org