**DIRECTOR OF ADVANCEMENT**

**MERCY CAREER & TECHNICAL HIGH SCHOOL**

**PHILADELPHA, 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 salary history to:

**Sister Rosemary Herron at rherron@mercycte.org**