



SAINT  
**JOHN PAUL  
THE GREAT**  
CATHOLIC HIGH SCHOOL

Denver, Colorado

# Director of Advancement

Search Prospectus

Summer 2026





**184  
STUDENTS**



**12:1 STUDENT-TO-  
FACULTY RATIO**



**34 FACULTY  
& STAFF**



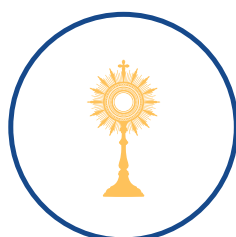
**CLASSICAL LIBERAL  
ARTS CURRICULUM**



**\$60M CAPITAL  
FUNDS RAISED**



**LUMEN  
ACCREDITATION**



**DAILY  
MASS**



**72% FACULTY W/  
ADVANCED DEGREES**



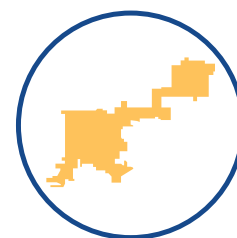
**HOUSEHOLD  
SYSTEM**



**2026 INAUGURAL  
GRADUATING CLASS**



**9 VARSITY  
SPORTS**



**60 ZIP CODES  
REPRESENTED**



## About JPG

St. John Paul the Great Catholic High School (JPG) is an independent Catholic classical liberal arts high school founded in 2022 in Denver, Colorado. Under the patronage of St. John Paul II, JPG forms disciples of Jesus Christ through a classical curriculum, a robust discipleship formation program, athletics, outdoor expeditions, and the Household System — a structured discipleship model at the heart of school life. JPG is now entering its fifth year of operation and growing toward full enrollment of 400 students.

### **Operative Vision:**

JPG is a Catholic school that classically educates students through the formation of a Christ-centered worldview.

### **Mission Statement:**

St. John Paul the Great Catholic High School exists to form disciples of Jesus Christ. Rooted in truth and joy, we will graduate men and women prepared to witness to the truth and equipped to lead virtuous lives at the service of the Church, our country, and the common good.







## Candidate Profile

The Director of Advancement must be a Catholic in good standing with the Catholic Church, who assents to the Church's teachings on all matters — with particular care for those concerning the nature of the human person, sexual ethics, and identity.

The candidate shall be a missionary disciple who possesses a zeal for the Lord, living the faith in all aspects of life, and able to speak comfortably and compellingly about the JPG mission to students, families, faculty, and stakeholders.

This is a builder's role with full ownership. JPG is run on a presidential model: the President is responsible for the whole of the school, and each director reporting to the President carries full responsibility for their area of the operation.



For the Director of Advancement, that area is everything fundraising, advancement, and donor-facing — the campaigns, the systems, the stewardship, the events, and the relationships.

The right candidate has spent five or more years in Catholic or faith-based nonprofit fundraising — most likely as a senior or major gift officer at an organization small enough that they contributed and worked all aspects of advancement: the database, the acknowledgments, the events, and the asks — and is ready to step up into a director-level seat on the JPG school leadership team.

The President remains personally engaged as the school's lead fundraiser for its most significant donor relationships; the Director builds and runs the advancement operation that makes that partnership effective, from the mailers to building personal relationships with donors at luncheons and dinners.

Warm, relational, administratively disciplined, and joyful in their work.





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## Primary Responsibilities

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### Campaign Execution

Own the annual calendar of fundraising campaigns that together carry approximately \$3M of JPG's yearly operating support.

- **Annual Summit Fund** – Plan, execute, and grow JPG's annual fund — goal-setting with the President and Development Subcommittee, segmentation, appeals, and follow-through to raise the operating deficit ahead of each new school year. The operating funds have been raised for the 2026–27 school year.
- **Annual Gala** – Provide the professional backbone for the Fall Gala — sponsorships, auction, underwriting, logistics coordination, and post-event follow-up. This year the JPG Gala is on October 2026, featuring Fr. Mike Schmitz.
- **EFTC**. Manage JPG's participation in the federal Educational Choice for Children Tax Credit program in partnership with ACE, maximizing donor participation in the dollar-for-dollar credit. JPG intends to be a leader in this effort with a meaningful budget dedicated.
- **Scholarship Breakfast**. Execute the annual Scholarship Breakfast as a premier cultivation and giving event tied to JPG's financial-aid mission. At JPG, over 90% of our students receive financial aid as we aim to serve the working, middle class Catholic families of the Denver area.
- **Foundations and Grants** – Coordinate proposals, renewals, and reporting for the family foundations and institutional funders that anchor JPG's financial-aid model.
- **Capital Campaigns** – With the Phase 3 campus campaign nearly complete, JPG will launch a Phase 4 capital campaign in the coming year(s) — centered on athletic fields. Partner with the President and Board to build the campaign infrastructure, prospect research, and stewardship a successful campaign requires.



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## Donor Relations & Stewardship

JPG's donor community is extraordinary — generous, mission-devoted, and deserving of stewardship that matches their fidelity.

- **Personal stewardship** – Maintain warm, regular contact with JPG's donor community; be a known, trusted face of the school's gratitude.
- **Key constituencies** – Cultivate and steward the full breadth of JPG's donor community — parents, grandparents, foundations, and friends of the school — ensuring each constituency receives meaningful engagement every year.
- **Acknowledgment discipline** – Ensure every gift is thanked promptly and personally — no donor left wondering whether their generosity was received and valued.
- **Presence** – Represent JPG at luncheons, dinners, donor events, and community gatherings; roughly half of this role lives outside the office.
- **Equipping the President and Board** – Prepare briefings, research, and follow-up for major-donor cultivation and solicitation led by the President and key board members; manage moves and next steps so nothing falls through the cracks.
- **Recognition** – Build and run donor recognition and stewardship touchpoints throughout the year, connecting donors to the life of the school.
- **Planned giving** – Recruit planned and legacy gifts in coordination with the BroomTree Foundation, JPG's endowment-building partner.

## Leadership & Board Partnership

The Director of Advancement reports to the President, serves as a full member of the JPG leadership team, and partners closely with the Development Subcommittee of the Board.

- **Leadership Team** – Serve as a full member of the school's leadership team, aligning advancement with institutional priorities and the life of the school.
- **Development Subcommittee** – Serve as staff lead to the Development Subcommittee of the Board — agendas, materials, minutes, and follow-through on subcommittee direction.
- **Full Ownership** – Advancement in its entirety is this role's responsibility — strategy shaped in partnership with the President and Board, execution owned end-to-end by the Director.
- **Community Presence** – Know the families, staff, and students; be visibly part of the daily life and mission of the school, not an office apart from it.



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## Department Administration & Systems

Half of this role is building and running the operational structure of the advancement office — the systems that keep every plate spinning and put the department permanently on offense.

- **Own the Systems.** Administer the donor database and CRM, gift processing and reconciliation with the School's accounting partner, pledge tracking, and data hygiene. JPG utilizes Virtuous and Quickbooks.
- **Campaign Operations** – Manage campaign calendars, task tracking, mailing lists, print and digital materials, and vendor coordination across all four campaigns.
- **Donor Reports** – Own JPG's donor reporting rhythm — Into the Deep each semester and the Annual Summit Report at mid-year — in collaboration with marketing.
- **Reporting** – Deliver regular, accurate progress reporting to the President and Development Subcommittee — revenue against goals, pipeline, and donor-retention metrics.
- **Lead the Advancement Team** – Supervise, coach, and develop the advancement staff — today a Gift Officer, with near-term hires planned including a gift officer focused on EFTC and an advancement coordinator for administrative support. Build a collaborative, accountable department.
- **Budget** – Develop and manage the advancement office budget.



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# Qualifications

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- Deep Catholic faith and full alignment with the mission, vision, and values of JPG
- Five or more years of progressive nonprofit fundraising experience, preferably within Catholic education or Catholic ministry
- Demonstrated success across the full development cycle — cultivation, solicitation, and stewardship — including personal major-gift work
- Exceptional administrative and systems discipline: CRM management, gift processing, acknowledgment workflows, campaign project management, and reporting
- Excellent written and verbal communication, with genuine warmth toward donors, families, foundations, and board members
- Experience supervising staff or leading volunteers; willingness to work evenings and weekends for events and donor engagement

*Central Denver Classical High School dba St. John Paul the Great Catholic High School is an equal opportunity employer consistent with its Catholic mission.*



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## About the Area

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Being Catholic in Denver offers a uniquely compelling professional and spiritual opportunity within one of the most vibrant and mission-driven Catholic communities in the country. The Archdiocese of Denver is nationally recognized for its clarity of identity, strong leadership culture, and investment in Catholic education and formation. Shaped in part by the lasting impact of World Youth Day 1993, the region continues to foster dynamic parish life, engaged young adults, and innovative, mission-centered schools. For Catholic leaders, Denver presents an environment where faith, strategy, and community intersect, offering the chance to advance a bold vision for Catholic education within a growing and energized Church.





## Application Procedure

To apply, please submit the following materials in a single PDF attachment. Name the file attachment using the following template: LAST NAME, JPG, ADVANCEMENT

- Cover letter that aligns your experiences and skills with the diocese's current needs as you understand them.
- Current resume with all appropriate dates included.
- Statement of Catholic educational leadership philosophy.
- List of five references with names, physical addresses, phone numbers, and email addresses. (No references will be contacted without your knowledge and approval.)

 **APPLY NOW**



### ***Interested in this opportunity? Contact:***

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