

Blessed Sacrament School in Walpole, MA is currently seeking a full-time **Director of Advancement**. The Director of Advancement will work as part of the school administrative team (principal, vice principal, co-pastors) to further the school's mission and support the continued growth of the Blessed Sacrament school and parish communities.

Established in 1966, Blessed Sacrament School provides a Catholic education to children in Pre-Kindergarten through Grade Eight. Blessed Sacrament School strives to nurture every child spiritually, intellectually, socially, physically, and emotionally in an atmosphere of Christian concern and service in which we are "building the City of God on a foundation of faith and knowledge."

The responsibilities of this position will include:

- Coordinating the BSS St. Francis Annual Fund and Parish Grand Annual Campaign
- Coordinating the major parish fundraisers and all school fundraisers
- Coordinating yearly BSS alumni reunions and Grandparents Day
- Serving as contact person and coordinator for all parent volunteer groups
- Maintaining alumni database
- Editing and distributing the *Foundations* publication, at least once per year
- Editing and distributing the monthly BSS Newsletter
- Working with the administration and technology coordinator to enhance and update the BSS website to further the school's Advancement needs
- Working with the BSS administration to develop a comprehensive marketing program for the school

Candidates for this position should meet the following qualifications:

- A commitment to Catholic education
- Bachelor's degree with a preferred concentration in Business, Marketing, Management or a related field
- Experience as a fundraiser (educational setting preferred)
- The ability to effectively communicate, both orally and through written word
- Organized, reliable, creative
- Proficient in Microsoft Office programs, especially Power Point and Excel

Submission Instructions: Please submit cover letter, resume and any other pertinent information to Mr. James Spillman, Principal, at jspillman@blessedsacrament.org