

ADVANCEMENT DIRECTOR
Guadalupe Regional Middle School

Guadalupe Regional Middle School in Brownsville, Texas, is seeking an Advancement Director to begin on July 1, 2024.

Guadalupe Regional Middle School provides an all scholarship, quality Catholic education to boys and girls in grades six, seven, and eight whose families desire but cannot afford a Catholic education. This academically challenging school teaches its students how to live the gospel values of love, justice, self-discipline and respect for others with the goal that they become the future leaders of the Brownsville civic and church communities.

Reporting to and working closely with the President, the Advancement Director leads the school's efforts at fundraising the entire annual operating budget by generating and maintaining donor relationships, overseeing several fundraising events, and through the acquisition of grants. The Advancement Director will also supervise the Outreach/Social Media Coordinator, a part-time team member responsible for community outreach and the school's social media presence.

In addition to holding a bachelor's degree from an accredited college or university, the successful candidate for this position will have the following:

- Computer skills to manage the school's donor database and document financial transactions appropriately
- Effective communication skills, both written and spoken, in English (required) and Spanish (preferred)
- Optimistic demeanor with a growth-mindset
- Entrepreneurial attitude
- Understanding of and passion for communicating the school's mission
- Skilled relationship builder
- Organized planner and strategic thinker

The Advancement Director will be considered successful in their role by achieving annual fundraising goals, exhibiting professionalism in interactions with people both on- and off-campus, and successfully engaging the local community with the life and work of the school.

This full-time position earns a salary in the \$40,000-45,000 range annually, based on experience. Medical benefits and a 403(b) retirement plan are also available. This is a 12-month position with on-campus presence expected from 8am-4pm Monday through Friday, except when evening and weekend work dictates adjustments. Vacation time is generous and generally follows the school's vacation schedule.

Interested candidates should submit a current resume and cover letter to the school's President, Jennifer Rose, at jrose@guadalupeprep.org. Candidates will be reviewed beginning March 25, 2024, and will continue until the position is filled.