



THE ORGANIZATION: SAINT ALBERT CATHOLIC SCHOOL (PREK-12)

POSITION TITLE: CHIEF ADVANCEMENT OFFICER

REPORTS TO: CANONICAL ADMINISTRATOR

STATUS: EXEMPT

LOCATION: COUNCIL BLUFFS, IOWA

The Organization:

[Saint Albert Catholic](#) is a Catholic, PreK–12 school dedicated to faith formation, academic excellence and service. Located in Council Bluffs, Iowa, our mission is to provide an opportunity for Catholic education in southwest Iowa from the cradle to college! Saint Albert Catholic provides a supportive and values-driven environment where students are encouraged to reach their full potential in mind, body, and spirit.

Founded in 1964, Saint Albert Catholic is the only birth through 12th-grade academic system in southwest Iowa, serving more than 750 students. Saint Albert's mission is to offer meaningful educational experiences for young people, nurturing faith, community, prayer and service. Saint Albert Catholic is one of the Diocese of Des Moines 16 Catholic schools that provide Catholic education in southwest Iowa.

The Opportunity:

Saint Albert Catholic is seeking to hire its first Chief Advancement Officer (CAO) in its school's history! The CAO will provide leadership, strategic direction, fundraising and operational management to ensure the financial vitality and stability of Saint Albert Catholic School. The CAO is required to be a practicing Catholic in good standing with the Catholic Church.

The CAO will report to the Canonical Administrator and work closely with the Chief Administrative Officer. Additionally, the CAO will oversee the Development Office. This role will create and execute a comprehensive strategy to engage prospective donors and build a portfolio of top prospects, strengthening the school's relationship with the Council Bluffs community and alumni.

The CAO will be responsible for growing the school's annual fund, which includes alumni, parents, faculty, staff, and friends of the school. The CAO will also foster a philanthropic culture in alignment with the Catholic mission of the school and its five supporting parishes.



Essential Job Functions:

Function 1: Establish a Strategic Plan

- Develop and implement a comprehensive strategic advancement plan that aligns with the school's mission and goals.

Function 2: Broaden and Strengthen Relationships

- Cultivate and maintain positive relationships with key stakeholders, including the Diocese of Des Moines Finance Office, Catholic Foundation of Southwest Iowa, and other diocesan offices.
- Collaborate with the Saint Albert Foundation Board of Directors.
- Manage the donor pool, including alumni, current and past families, and friends of the school.
- Oversee parent volunteers for special events, such as the annual auction and golf tournament.
- Attend and participate in school and community events throughout the year to stay informed on school activities and build relationships.
- Nurture connections within the broader school community.

Function 3: Grow a Culture of Philanthropy

- Articulate the school's vision and strategic plan to key stakeholders.
- Develop and report on the annual goals of the Development Office.
- Engage volunteers, including parents, alumni, and Foundation Board members, to connect with top donors.
- Identify new strategies to encourage alumni engagement and giving.
- Manage a stewardship plan for endowed funds and alumnae engagement programs.

Function 4: Develop and Execute Giving Strategies

- Lead the identification, cultivation, solicitation, and stewardship of donors.
- Oversee alumni engagement, the Annual Fund, leadership gifts, special events, grants, and planned giving.
- Work with the Foundation Board to develop and manage planned giving initiatives.

Function 5: Supervise and Evaluate Development Office Staff

- Implement best practices for data processing, reporting, research, and donor relations.
- Understand Catholic school governance and ensure alignment with policies and procedures.
- Conduct annual reviews of the school handbook, ensuring policies are up-to-date and relevant.
- Lead performance evaluations of Development Office staff in alignment with Diocesan policies.
- Participate in an annual review with the Canonical Administrator.

Qualifications:

- **Faith:** Practicing Catholic in good standing with the Catholic Church, actively involved in parish life.
- **Education:** Bachelor's degree required; Master's degree in fundraising, philanthropy, business, non-profit administration, or communications preferred.
- **Experience:**
 - Minimum of five years of successful experience in philanthropy, community relations, and donor management.
 - Proven track record of success in annual giving campaigns, major gifts, and planned giving.



- Experience building relationships with donors, leadership volunteers, and other key stakeholders.
- Strong strategic planning and organizational skills.
- **Skills:**
 - Strong written and verbal communication skills.
 - Proficient in donor database management and social media platforms (MS Office and Blackbaud Raiser's Edge preferred).
 - Innovative and entrepreneurial mindset.
 - Ability to work collaboratively in a team environment.
- **Other Requirements:**
 - Availability to travel and attend special events during evenings and weekends.

Supervisory Responsibilities:

- Supervises and evaluates Development Office staff, ensuring they meet the goals and expectations of the school.

This role is essential for further strengthening Saint Albert Catholic School's community and fundraising efforts, ensuring the school's continued success and growth in alignment with its Catholic mission.

About Cornerstone Executive Search

Cornerstone Executive Search is a leading retained executive search firm that helps great companies recruit great people. For more than 40 years, our firm has excelled in serving our client companies with executive talent acquisition, leadership development and career transition services across the Central Midwest region of the United States. Our firm has successfully completed more than 1,600 retained executive search assignments for C-suite, President, Vice President, Director and Management-level positions. To inquire about how Cornerstone Executive Search can serve your executive talent acquisition needs, please [click here](#) to visit our website.

To apply for this position, please send resume or referrals to:

