



Advancement Director
Guadalupe Regional Middle School Brownsville, Texas

Mission and History

Founded in 2002, Guadalupe Regional Middle School (GRMS) provides a tuition-free, 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.

The school is modeled upon effective practices that provide students from low-income homes the opportunity to reach their highest level of academic achievement. GRMS is a member of the NativityMiguel Coalition of schools and follows a model of education that began with the creation of the Nativity Mission Center in New York City in 1971. It consists of small class sizes, a mandatory summer program, an extended school day where students participate in organized activities and evening study, and a program that supports more than 375+ GRMS graduates through high school, college and the world of work.

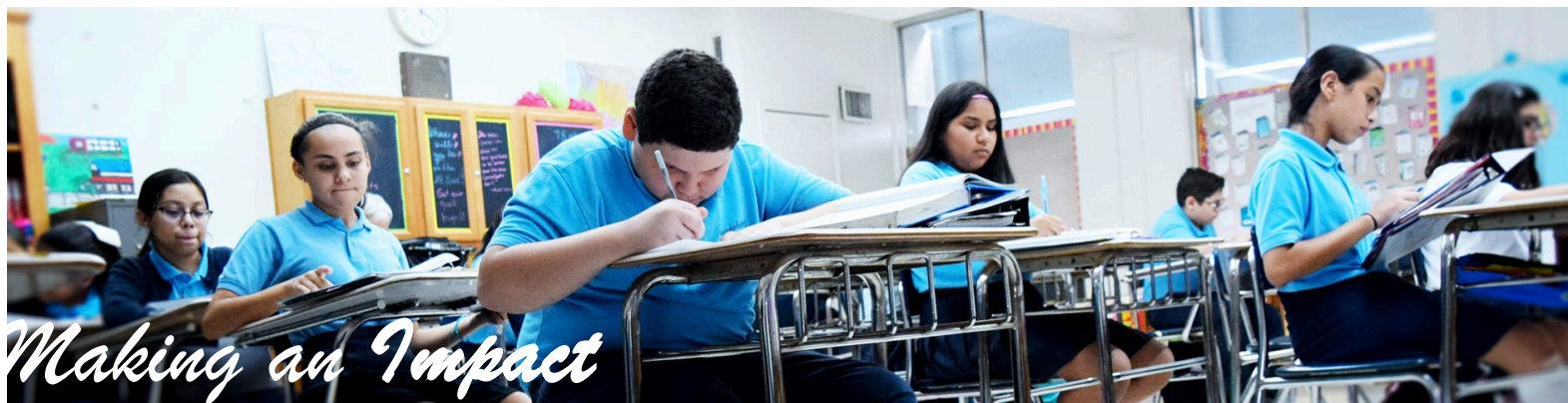


In the early 2000's, the school's three sponsoring congregations—Marist Brothers, Congregation of Christian Brothers, and Sisters of the Incarnate Word and Blessed Sacrament— established the Guadalupe Regional Middle School in Brownsville, a city that had been wracked by poverty and devastating graduation rates for students from low-income homes. Over our 19-year history, we have had outstanding presidential leadership that has resulted in the continued successes of our school in all respects, including being debt free and having a growing endowment fund.

GRMS currently has sixty-five (65) students. The academic program is led by a principal, a team of passionate teachers and a school counselor. Essential to our staff are the Alliance for Catholic Education (ACE) teachers, recent college graduates who are earning their Masters Degree from the University of Notre Dame and are committed to sustaining and strengthening Catholic schools. In two-year rotations, ACE teachers teach a full course load in addition to serving as advisors, tutors, and coaches. ACE teachers live together in a community house with other individuals from the program.

A Snapshot of Results

- ❖ GRMS makes an 11-year commitment to its students—from middle school to and through college and into the world of work.
- ❖ GRMS is accredited by the Texas Catholic Conference of Bishops Education Department (TCCBED).
- ❖ 99% of GRMS's first twelve (12) classes of graduates graduated high school on time
- ❖ Over 90% of GRMS high school-aged graduates are currently enrolled in a 2 or 4 year college compared to the 75% average of their city peers.
- ❖ Dozens of GRMS graduates have obtained or are working towards graduate degrees, including two in medical school, one in dental school, and two working towards PhDs.
- ❖ GRMS graduates have gone on to attend top tier colleges and universities like MIT, Columbia University, University of Notre Dame, University of Texas at Austin, and Texas A&M University



The Position and Priorities

Guadalupe Regional Middle School seeks an Advancement Director who will provide enthusiastic mission-centered leadership of the school's fundraising efforts. Reporting to the GRMS President, this person will also collaborate with the school's principal and finance manager. The Advancement Director is responsible for all aspects of fund raising including the Annual Fund, Major Gifts, Special Events, Grants, and Communication. This job is accomplished through the individual's own direct efforts as well as effectively leveraging the skills and volunteer contributions of the Advancement committee, and alumni, board members, and staff.

Essential priorities for the Advancement Director are:

- Develops and oversees fundraising strategies, fundraising plan and donor relationships, including donor recognition and stewardship.
- Evaluates current fundraising strategies and methods and recommends changes as appropriate. Presents to the Board of Trustees and Head of School an annual development plan for achieving specific goals.
- Oversees the Annual Fund, Special Events, Major Donor Program and Grants to meet or exceed annual development plan income goals.
- Manages the Tilma Leadership Circle and executes all corresponding events
- Oversees all aspects of the Scholarship Gala and works with the President and Advancement Committee to execute an event that meets the revenue goal
- Manages all aspects of the grant-writing program
- Manages the school's social media and communication efforts
- Makes timely and accurate responses to donor concerns, requests, and gifts.
- Along with the GRMS President, develops and maintains relationships with major donors, foundations, alumni and corporate funders.
- Works with the Board of Directors to reach fundraising goals, to engage the Board in fundraising activities, and to identify new individual and corporate funding prospects.
- Identifying and researching prospective donors, including individuals, corporations, foundations, organizations
- Preparing solicitation materials, including direct mail appeals, Annual Reports, & newsletters
- Recruiting and training volunteers
- Educating internal stakeholders about fundraising
- Recording gifts in database management system according to all IRS specifications, and School policies and procedures
- Acknowledging gifts on behalf of the School
- Conducting donor recognition and stewardship programs
- Securing pledge payments by sending monthly reminders.
- Delivering to the Finance Manager all checks, cash, securities, and other contributions received



Minimum Qualifications

- Bachelor's Degree from an accredited university with a major of Marketing, Communications, or English preferred.
- Minimum of 3 years of Development experience with an emphasis on individual giving.
- Candidate must have proven track record of raising funds from individuals and foundations.
- Prior experience with major gifts (\$500+) preferred and foundation and corporate grant writing.
- Highly organized, detail-oriented and able to manage multiple projects simultaneously.
- Excellent understanding of principles and techniques of Development activities, including annual giving, major giving, planned giving, event planning, capital campaigns, marketing and communications, and grant procurement.
- Experience in the design and implementation of cultivation, solicitation and stewardship strategies for prospects.
- Excellent written and oral communications – persuasive, engaging, clear, likeable, intelligent.
- Great people skills – is liked and respected.
- Excellent planning skills - organized, communicates, follows through, evaluates.
- Ability to manage multiple projects simultaneously and to adapt to changing environments and priorities.
- Strong interpersonal, organizational, networking, facilitation and management skills; work both independently and within a team-oriented structure.
- Strong verbal and written communication skills, including public speaking, negotiations and effective communication with diverse audiences, including the ability to speak persuasively about TSA.
- Requires some work in evenings and weekends as well as travel. Must have valid driver's license.
- Position requires absolute confidentiality and professionalism in appearance, attitude and presentation.
- A self-starter with the ability to work productively and meet bench marks and goals timely and without day-to-day supervision.



For more information, please visit: www.guadalupeprep.org

TO APPLY

Submit by email a cover letter, résumé, and reference list to the Search Committee at the following email address: info@guadalupeprep.org

Apply no later than June 15, 2021. The position would ideally begin on July 1, 2021.