



**Director of Admissions, Development, and Community Relations
All Saints Central Schools (Day Care – 12th Grade)**

Reports to: President

FLSA Status: Full time, exempt, salaried

Position Summary

This position strives to support All Saints Central Schools in three key areas: admissions, development, and community relations. The position is responsible for growing enrollment, serving as a key fundraiser, and ensuring that All Saints develops strong relationships with local parishes as well as the local community. The director must ensure that the accomplishments and contributions of the school are shared with the community to support admissions and development goals.

Admissions, Development and Community Relations Job Responsibilities and Duties

- Promote the school to students and families by visiting surrounding schools, parishes, community events, and hosting various events at the school
- Welcomes prospective students by responding to inquiries, interviewing applicants, arranging and leading campus tours, processing applications and conducting follow-up activities
- Develop and oversee fundraising programs including, but not limited to, the annual fund
- Strengthens relationships with current donors and identify and cultivate relationships with prospective individuals and corporate donors
- Grow fundraising revenue year over year
- Maintain ongoing communications with private and corporate donors
- Conduct letter writing, phone-calling, and outreach campaigns to support admissions, development, and community relations
- Enhance and grow the All Saints brand awareness in the surrounding communities through marketing and outreach
- Develop and maintain a network of alumni and volunteers willing to support key initiatives
- Write, edit, and design publications related to the position and as assigned including, but not limited to, newsletters, general school communication (print and electronic) and other informational pieces
- Represent the school at various evening and weekend activities including, but not limited to, athletics and other extracurricular activities
- Required to follow Board policy and stay abreast of updates/changes
- Manages special projects and perform other duties as assigned

Skills and Qualifications

- Practicing Catholic with sound understanding of the mission of a Catholic school

All Saints Central nurtures academic and personal excellence in all students while emphasizing Catholic values and service to others in Christ's name.



- Strong public speaking, writing, and editing skills
- Highly organized, self-motivated
- Highly flexible related to working location, hours, and duties
- Proficient in core computer skills and various social media platforms
- Must be able to build and maintain trust as well as respect confidential and sensitive information

Qualifications

Education/Experience

- BA degree in marketing, business, communications, or related field
- Experience in fundraising and knowledge of related processes, instruments and methodology
- History of creating and carrying out fundraising campaigns and securing major gifts
- Experience in academic or non-profit setting preferred

Working Conditions

- Frequent weekend and evening meetings and events are often necessary in order to meet the requirements of the position.
- Driving is required for meetings which fulfill the requirements of the position.

Physical Demands

- The physical demands of the position would include the ability to bend and lift up to 25 pounds, using safety precautions. While performing the duties of this job, the employee is required to stand, walk, bend, reach, sit, listen, communicate clearly, and use repetitive motion of the hands/wrists and feet.

Interested candidates should submit a cover letter, resume, transcripts, and [completed application](#) to:

Catholic Diocese of Saginaw
Attn: C. Lynn (ASC Admissions, Development)
5800 Weiss St.
Saginaw, Michigan 48603

Email: clynn@dioceseofsaginaw.org

List *ASC Director of Admissions, Development* in subject line.

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