St. Stephen School
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ST. STEPHEN SCHOOL

Director of Advancement

Part-Time | Results-Driven Leadership Opportunity

St. Stephen School is seeking a motivated, relationship-oriented professional to serve as our Director of Advancement. This is a part-time leadership opportunity for someone who is energized by building relationships, creating opportunities, and producing measurable results.

This position is not simply about completing a list of marketing, fundraising, or administrative tasks. The successful candidate will take ownership of specific goals related to enrollment, family retention, fundraising, and EITC donor development and will have the freedom to develop creative strategies to achieve them.

About St. Stephen School

St. Stephen School is a Catholic PreK–8 school in Oil City, Pennsylvania, committed to providing families with a strong academic education rooted in the Catholic faith. We believe our school has a compelling story to tell: strong academics, a faith-filled environment, meaningful relationships, and a close-knit school community.

Our goal is to grow the school by clearly communicating that value to families and by building the relationships and financial support necessary for long-term sustainability.

The Opportunity

The Director of Advancement will help lead St. Stephen School's efforts to grow enrollment, retain current families, increase fundraising, and expand our network of EITC donors and community supporters.

The Director will work directly with the Principal and will serve as an ambassador for the school to prospective families, current families, donors, businesses, alumni, parish communities, and other community partners.

What Success Looks Like

The Director and Principal will establish measurable goals at the beginning of each school year. The candidate will be expected to develop and implement strategies to achieve those goals.

Area	Primary Result
New Student Enrollment	Meet or exceed an established goal for new student enrollment.
Family Retention	Meet or exceed an established goal for re-enrollment and family retention.
Fundraising	Meet or exceed an established annual fundraising revenue goal.
EITC Donor Development	Identify, cultivate, and secure new EITC donors while maintaining relationships with existing donors.
Community & Business Support	Develop relationships that lead to sponsorships, partnerships, referrals, and financial support.

Key Areas of Responsibility

Enrollment & Family Retention

Develop and maintain a pipeline of prospective families.

Respond promptly and personally to inquiries from prospective families.

Coordinate or conduct school tours, shadow experiences, Open Houses, and information events.

Develop relationships with preschools, parishes, community organizations, and referral sources.

Support re-enrollment and retention efforts with current families.

Track prospective families from initial inquiry through enrollment.

Identify barriers to enrollment and develop strategies to overcome them.

Fundraising & Advancement

Develop relationships with current and prospective donors.

Identify new sources of financial support for the school.

Support annual giving and fundraising campaigns.

Cultivate business sponsorships and community partnerships.

Assist with grant opportunities and other advancement initiatives.

Develop donor stewardship and thank-you efforts.

Identify and cultivate potential major-gift prospects.

EITC Donor Development

Identify individuals and businesses who may be interested in supporting Catholic education through EITC.

Develop relationships with prospective EITC donors.

Coordinate follow-up and stewardship with current donors.

Work with school leadership to communicate the impact of EITC support.

Track donor prospects and progress toward established EITC goals.

Marketing & School Visibility

Help communicate the value and distinctiveness of a St. Stephen education.

Promote student accomplishments, academic programs, Catholic identity, and school activities.

Support social media, website, newsletters, advertising, and other communications.

Develop stories, testimonials, photographs, and other content that supports enrollment and advancement.

Identify opportunities for positive exposure within the local community.

Community & Relationship Development

Build relationships with local businesses, civic organizations, parish communities, and community leaders.

Represent St. Stephen School at appropriate community events and networking opportunities.

Develop alumni and former-family connections.

Create opportunities for businesses and community members to become advocates and partners for the school.

Turn relationships into tangible opportunities for enrollment, fundraising, sponsorships, referrals, and community support.

Results-Driven Expectations

The successful candidate will be expected to take initiative and work independently. The position will be evaluated primarily on progress toward established outcomes rather than simply on the completion of individual tasks.

Set clear annual and quarterly goals with the Principal.

Develop strategies and action plans to achieve those goals.

Track progress and communicate results regularly.

Adjust strategies when results are not meeting expectations.

Look continually for new opportunities to grow enrollment, fundraising, and community support.

Performance Incentive

Because this is a results-driven position, performance-based compensation may be available. Bonuses may be considered for achieving or exceeding established enrollment, retention, fundraising, EITC, or other advancement goals. Any performance incentive would be based on mutually established goals and measurable results and would be determined by school leadership.

Part-Time Structure

This is a part-time position. The specific weekly schedule will be developed with the selected candidate based on the needs of the school and the goals of the position.

The role requires flexibility. Some work will naturally occur during the school day, while prospective-family meetings, donor conversations, business networking, parish events, Open Houses, and fundraising activities may occur during evenings or occasional weekends.

The position is designed to provide flexibility while ensuring that the Director has sufficient time and presence to build relationships and achieve established goals.

The Ideal Candidate

Is highly motivated and results-oriented.

Is a natural relationship builder and communicator.

Is comfortable initiating conversations and asking for support.

Can work independently without needing constant direction.

Is creative, entrepreneurial, and willing to try new approaches.

Can manage multiple priorities and follow through consistently.
Is comfortable being accountable for measurable outcomes.
Understands or is willing to learn the value of Catholic education.
Represents St. Stephen School with professionalism, enthusiasm, and integrity.

Reporting & Position Details

Position: Director of Advancement
Status: Part-Time
Reports To: Principal, St. Stephen School
Location: St. Stephen School, Oil City, Pennsylvania
Schedule: Flexible part-time schedule based on school needs and established goals
Salary: Starting at $20,000 per year with opportunity for bonuses based on performance.