Overview:
Our Lady of Good Counsel High School in Montgomery County, Maryland seeks a Chief Advancement Officer. This is an exceptional opportunity for a key administrator at a school with a rich tradition of accomplishment by its students and graduates.

The Advancement Office has eight full-time staff members: Chief Advancement Officer; Director of the Fund for Good Counsel; Director of Corporate, Foundation, and Donor Relations; Director of Alumni Relations; Director of Marketing and Public Relations; Digital Content and Social Media Coordinator; Advancement Manager; and Advancement Assistant.

The Position:
The Chief Advancement Officer is a member of the school’s senior management team, reports directly to the President and serves alongside two other senior administrators (Principal and Chief Financial Officer).

The Chief Advancement Officer is responsible for designing and directing all fundraising, alumni and parent relations, events, print and electronic communication, marketing, and public relations.

The role of the Advancement Office is to continue to strengthen and enhance the future of Good Counsel through the meaningful involvement of the community in the school’s mission, vision, and strategic plan. The Chief Advancement Officer is the primary partner to the President and the Board of Directors in the long-term cultivation of a community of stakeholders, setting the tone for and supervising a staff responsible for deepening that engagement.
Principal duties include:

- Supervises the Directors of Marketing and Public Relations, Alumni, Annual Giving, and Corporate and Foundation Relations as well as the Advancement Manager and Advancement Assistant in a manner which defines responsibilities and ensures that the department budget, goals, and objectives are met in an efficient and effective manner.
- Oversees the establishment of annual goals, operating plans and budgets for the Advancement Office.
- Plans and directs the fundraising including annual, capital, endowment, and planned giving programs.
- Attends all Board and Advancement Committee meetings providing guidance on fundraising opportunities and trends.
- Serves as a liaison to the Board of Directors Nominating Committee, which includes playing a key role in recommending prospective Board members and providing their biographical information as well as assisting with the orientation process.
- Monitors and approves fundraising efforts conducted by other school entities in order to ensure a professional and coordinated approach.
- Supports and enhances the St. Francis Xavier Society and its stewardship program to increase the number of leadership donors each year.
- Manages a defined portfolio of major gift donors and prospects, including cultivation, solicitation, and stewardship for annual fund, capital, and endowment giving.
- Recruits and manages the Board’s Advancement Committee members to increase leadership giving among all constituencies, and provides motivation, coaching, and training to engage and strengthen fundraising efforts.
- Establishes and coordinates procedures for securing and recording gifts and recognizing donors, and supports the Advancement Manager in maintaining the accuracy of the database and timely and accurate gift acknowledgement.
- Develops and builds the planned giving program through education, marketing and individual meetings with prospective donors.
- Oversees the grants management process to ensure timely and appropriate submission of proposals.
- Drafts copy (as needed) and edits all advancement publication materials including annual fund, campaign, planned giving, The Counselor magazine, invitations, alumni news, and grant proposals.
- Supervises and participates in a wide variety of events and activities to strengthen relationships with alumni, parents, grandparents, faculty, staff and friends of Good Counsel.
- Works with the Finance Office as well as the Board’s Finance and Investment Committees to preserve and increase philanthropic support for the school.
- Reviews gift reports and outstanding pledge reports, and monitors the collection of all pledges including reminders, follow up, etc. with the Advancement Manager.
• Develops and implements strategies to identify and incorporate new donors and enlarge the donor base including prospect identification and evaluation.
• Oversees the stewardship of all endowed funds, including the coordination of regular reporting to donors in conjunction with the Finance Office.
• Encourages opportunities to inform and involve faculty, staff and students in the Advancement Department events.

Candidate Qualifications and Characteristics
We invite applications from foundations, successful non-profit organizations, higher education, and independent schools. The only candidates who will receive serious consideration are those who meet or exceed the qualifications listed below:
• Bachelor’s degree from a four-year college or university is required. Advanced degree preferred. A minimum of eight years of related fundraising experience in a nonprofit environment, with at least five years in a senior leadership role.
• Prior experience in a school environment is desirable; understanding the relationships among advancement, admissions, communications, marketing, and finance functions in a school setting.
• Ability to facilitate the development of plans and a vision for the long term.
• Demonstrated skills in major/capital gifts cultivation and solicitation, enlisting volunteers and coordinating their efforts and energy towards the attainment initiatives.
• Understanding of planned giving and endowment growth programs.
• Exceptional capability to present information and respond to questions effectively from groups of parents, alumni, faculty and staff, Board members, and the general public.
• Superior communication skills – listening, speaking, and writing.
• Understanding of and comfort in working with both the “art and science” of the advancement field; involvement in fundraising professional associations and workshops/conferences.
• Deep-seated respect for and welcoming attitude toward people of diverse socio-economic, religious, and cultural backgrounds.
• Excellent organizational and time-management skills.
• Demonstrated ability to design and utilize a moves management process that builds a donor pipeline and moves donors up a giving ladder.
• Record of personally securing five- and six-figure gifts from individuals and foundations.
• Prior capital/comprehensive campaign experience – including volunteer management – is desirable.
• Impeccable reputation, unquestioned integrity, and the ability to inspire others to live up to the same standards.
• Extensive experience establishing strong relationships with an organization’s stakeholders and mobilizing them as engaged volunteers and donors within a fundraising program.
The Search Process
A completed application will include:

- current resume/CV showing most recent employment and employment history
- cover letter explaining interest in the Good Counsel position with relevant elaboration on qualifications
- list of five professional references and contact information, including current and previous supervisors

All inquiries and applications are to be submitted electronically to Jeanette McCarthy, Assistant to the President at: jmccarthy@olgchs.org. No phone calls, please.

The application deadline is March 1, 2017.

NOTE: The details of the position listed above are subject to adjustment based on the qualifications and experience of the person hired as Chief Advancement Officer and/or decisions made by the President about the organizational structure of the school’s leadership team.

Our Lady of Good Counsel High School is an Equal Opportunity Employer.

The School:
Founded in 1958 by the Xaverian Brothers, Our Lady of Good Counsel High School is a private, Catholic, college preparatory high school for young men and women, grades 9-12, operating under the sponsorship of the Xaverian Brothers. Good Counsel educates c. 1,240 students each year in the Xaverian Brothers’ tradition of academic excellence, commitment to service, and love for one another.

The Xaverian Brothers are a lay religious congregation founded in Belgium by Theodore James Ryken. In the spirit of their patron, Saint Francis Xavier, the Xaverian Brothers undertake missionary work throughout the world to spread the ideals embodied in the congregation's motto, “In harmony small things grow,” and the core spiritual values of simplicity, humility, compassion, zeal and trust.

Students of all academic levels find success in Good Counsel’s Advanced Placement (AP), International Baccalaureate (IB), honors and college-preparatory programs. An International Baccalaureate World School since 1995, Good Counsel was the first Catholic school in the Washington metropolitan area to offer the prestigious IB Diploma program. In 2016, Good Counsel students sat for 736 exams in AP subjects and 339 exams for the IB Diploma. For highly motivated students with diagnosed mild learning differences, the Ryken Program offers a
structured, small-group learning environment. The program was the first of its kind at the high school level in the Archdiocese of Washington and continues to assist students in their core courses through the use of varied teaching styles and strategies that focus on skill development in a smaller group setting. In 2012, the school added a STEM (Science, Technology, Engineering, and Math) program. Now fully implemented, the program offers a challenging engineering curriculum to 40 students at each grade level.

Our Lady of Good Counsel High School athletic teams are competitive, frequently at the national level, and many challenge for the league championship on an annual basis. The school offers 18 sports and participates in the prestigious Washington Catholic Athletic Conference.

Drama productions have a proud tradition of excellence. Frequently, enough students are involved that two separate casts are performing. The music program features a marching band, a large string section, a jazz band, as well as several choral groups. The speech and debate team competes at a national level. Overall, 45 different clubs and activities serve the diverse interests of the student body. The recently completed Performing Arts Center provides a home for the arts for our students interested in music, drama, dance, speech, debate, as well as all of the technical, behind-the-scenes aspects of production.

The retreat program is highlighted by a three-day junior retreat, which remains one of the key elements of the Good Counsel experience. Service opportunities for both students and faculty include alternative Easter breaks, working with the poor and marginalized in urban areas, and two annual trips to El Salvador.

The school is approved by the State of Maryland and fully accredited by the Association of Independent Maryland and DC Schools (AIMS) and the Middle States Association of Secondary Schools and Colleges. Good Counsel has twice been named as a “Blue Ribbon School of Excellence” by the U.S. Department of Education. It is a member of the College Board and the National Association for College Admission Counseling and complies with the NACAC Statement of Principles of Good Practice.

**Campus and Location**

In January 2007, Good Counsel moved from Wheaton, Maryland to a state-of-the-art facility on a 51-acre campus in Olney, Maryland, north of Washington, D.C. in Montgomery County. The campus offers 225,000 square feet of indoor space and is completely wireless. There are over 50 classrooms, 10 science and technology labs, a 640-seat performing arts center, a cutting-edge media center, a 150-seat chapel, two gymnasiums and additional athletic fields.

**Graduate Profile**

Upon completion of a rigorous education rooted in the principles and ideals of the Catholic Church and the Xaverian Brothers, Good Counsel graduates will be:
• PASSIONATE: Dedicated to excellence in all that they do
• CURIOUS: Valuing intellectual curiosity and knowledge
• CARING: Serving others, caring for God’s creation, and working for peace and justice
• GIFTED: Recognizing their own and others’ unique gifts
• FAITHFUL: Living their faith and embodying the Xaverian Values, Characteristics, and Call to Service
• CALLED: To be people who make a difference in the world

The Class of 2016
The 299 members of the Class of 2016 received offers of more than $33 million in scholarships to college and universities. Below is a partial list of colleges and universities offering admission to Good Counsel graduates:

Brown University            Johns Hopkins University
California Institute of Technology      M.I.T.
Carnegie Mellon University      Northwestern University
Columbia University            Notre Dame University
Dartmouth College              Princeton University
Duke University                Stanford University
George Washington University   University of North Carolina
Georgetown University         University of Pennsylvania
Harvard University             Wake Forest University

Community
Good Counsel students are drawn from throughout the Metropolitan Washington Area and are academically, ethnically, culturally, and economically diverse: the Class of 2020 self-identifies as 25% African American, 5% Asian, 45% Caucasian, 11% Hispanic and 5% mixed race, and 9% other. The school has continued to maintain a student body that is approximately 70% Catholic.

The faculty of Good Counsel are certified educators, 75% of whom hold advanced degrees.