



Lakewood Catholic Academy, founded in 2005, serves approximately 500 students in preschool through eighth grade. Located on the shores of Lake Erie on the former campus of St. Augustine High School, LCA was established through the merger of St. Clement, St. James and St. Luke parishes. Now blessed to count Transfiguration among its supporting parishes, Lakewood Catholic Academy has truly become a regional institution as its student body consists of families from over twenty zip codes across northeastern Ohio who have made LCA their choice for the faith formation and continuing education of their children. For more information about LCA please visit our website: www.lakewoodcatholicacademy.com

Job Title: Vice President of Institutional Advancement

Reports To: President

Supervises: Database Assistant and Admissions Director

FLSA Status: Exempt, 12 Month Position

Position Overview

Reporting to and working in close collaboration with the President, the Vice President of Institutional Advancement will design and execute on a comprehensive development strategy for Lakewood Catholic Academy. This position will oversee and execute on both the capital campaign and ongoing fundraising efforts. The Vice President of Institutional Advancement will also oversee the admissions department operations for our K-8th grade educational program.

Primary Duties and Responsibilities

- Designs, implements and manages all fundraising activities including annual giving, endowment and capital campaigns, special projects, and other school-related solicitations.
- Manages all strategies and activities for donor cultivation, solicitation, and relations.
- Creates office systems to support all Development projects and operations.
- Supervises donor and gift record-keeping.
- Supervises the coordination of development research activities.
- Oversees the management of databases and all records, files, and gift processing.
- Manages the pledge reminder and acknowledgement programs.
- Supervises the Admissions Director and provides leadership with admissions operations.
- Collaborates with the President with marketing and communication strategies

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization.

Qualifications

- Excellent managerial, interpersonal, and organizational skills
- Have appropriate academic preparation – Master's degree in business or educational administration preferred
- Three to five years of professional development experience, including a successful track record with annual fund work, major gift solicitation, capital campaigns
- Ability to maintain effective working relationships with donors, volunteers and staff
- Understanding of and commitment to the mission of Catholic elementary education
- Exceptional communications skills, the ability to write and speak well
- Demonstrated knowledge and proficiency with technology (Raiser's Edge Software) and social media platforms
- Goal-oriented team player
- Willingness to work nights and weekends

N.B. According to Ohio Revised Code 3319.39, a criminal background check and fingerprinting is required. Must be compliant in Cleveland Diocese Virtus Program

Send cover letter, resume, and three professional references

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