



## *Mary Help of Christians School*

10 E. Del Mar Boulevard  
Laredo, Texas 78041 – 2368

### **Job Description –Department of Mission Advancement Officer**

#### General Description

This full-time position report to the Principal.

The School will meet all qualifications and behavior standards as set by the Laredo Catholic School Office for staff and as stated in the Salesian Educator Profile for staff and as stated in the Salesian Educator Profile. It is primarily the witness and the behavior of all employees that give the distinctive character to Catholic schools. Department of Mission Advancement Officer must be knowledgeable and qualified in the content and scope of their work. It is the chief desire of the Church that employees of Catholic institutions consider their lived-faith and their Christian life-style just as important as their professional credentials.

In accordance with certification requirements and the performance expectations of the Catholic School Office, the Department of Mission Advancement Officer Mary Help of Christian School shall meet the following employment criteria:

#### Primary Responsibilities

The Department of Mission Advancement Officer manages development systems and strategy, including donor relations and management, agency marketing and communications, event management, corporate philanthropy, and major fundraising appeals.

#### Essential Functions

- Promoting the mission of MHCS and helping to cultivate community support through marketing, fundraising, recruiting and overall institutional branding
- Developing their work with flexible hours that require a year-round commitment, forty hour week Monday through Friday with the flexibility to work hours for fundraisers or to meet deadlines and/or work evening and weekend functions
- Help with the developing and maintenance of all genres of marketing and communication: website, social media, Facebook, Instagram, TV, radio, newsletters, yearbook, etc.
- Develop and maintain the MHCS website from layout to function according to the specifications of Administration; be involved with the technical, graphical aspects, how the site works and looks; be involved with the maintenance and update of the website
- Help with the creation of visually appealing ads, articles and TV spots that appear in the media frequently
- Performs web-based and data-based prospect research through Foundation Centers; Developing and executing fundraising strategies to secure financial support from individuals, foundations (grant writing), and corporations
- Seek for and cultivate relationships with prospective donors

- Assist in the creation, directing and implementing of the fundraising and development strategies of the school, especially with the lucrative operations of the “La Tiendita”.
- Develop professional business resources and relationships in the community to benefit support of the School and its programs
- Increase donor engagement and promote the mission of the Daughters of Mary Help of Christians
- Other duties as assigned

#### Requirements

- Bachelor’s degree
- Minimum five years experience in fundraising, event planning, donor relations and alumni relation
- Official Transcripts (if applicable)
- Resume (required)
- Two (2) references forms from current or previous supervisors
- Ability to instruct students and manage their behavior
- Strong organizational, communication and interpersonal skills
- Ability to communicate effectively in verbal and written form
- Ability to maintain emotional control under stress
- Driver’s License
- Social Security
- Tuberculosis Exam
- Background Clearance

	Never (0-30%)	Occasionally (31-60%)	Frequently (61-100%)	Continuously
LIFTING OR CARRYING:				
1-10 LBS.		X		
11-20 LBS.		X		
21-40 LBS.		X		
41-60 LBS.		X		
61 OR MORE LBS.	X			
PUSHING OR PULLING:				
1-10 LBS.		X		
41-60 LBS.		X		
61 OR MORE LBS.	X			
BENDING OR STOOPING:		X		
REACH ABOVE SHOULDER LEVEL:		X		
DRIVING AUTOMATIC EQUIP. VEHICLE:	X			
WORKING WITH MACHINERY:	X			
CLIMBING:	X			
WALKING:			X	
STANDING:			X	
SITTING:			X	
WORKING IN EXTREME TEMPERATURE:	X			

NOTE: The statements herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

\_\_\_\_\_  
Employee Acknowledgement

\_\_\_\_\_  
Date

*10 East Del mar Boulevard, Laredo, Texas 78045, Phone (956)722-3966 Fax (956)722-1413*