

VICE PRESIDENT OF ADVANCEMENT SEARCH

**VILLA MARIA CATHEDRAL PREPARATORY
CATHOLIC SCHOOL SYSTEM**

Erie, Pennsylvania

www.cathedralprep.com & www.mtasaints.com

Start Date: Open Until Filled
(can offer a July 2024 appointment)



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission

Cathedral Preparatory School and Mother Teresa Academy are Christ-centered, coeducational, college preparatory Catholic schools in the Diocese of Erie. With a foundation of faith, family, excellence, and tradition, we transform the lives of children and develop men and women of vision in spirit, mind, and body.

Vision

Steeped in Gospel values and the mission of the Catholic Church, Cathedral Preparatory School and Mother Teresa Academy strive to excel as a teaching and learning community by fostering strong moral character, esteemed academic success, service, and global leadership.

At a Glance



Established
1921



Enrollment
854
(Mother Teresa Academy and
Cathedral Preparatory School)



Total faculty
73



Student-teacher ratio
14:1



Students of color
24%



Financial aid awarded
\$2.5M



Faculty with advanced degrees
50%



Campus size
40 acres

Faculty of color: 4.5%

Students receiving aid: 84%

Endowment: \$15M

Annual operating budget: \$12.1M

AP courses: 22

Service hours completed (2021-2022):
20,000+

Clubs and activities: 32



Overview

Located in Erie, Pennsylvania, the Villa Maria Cathedral Preparatory Catholic School System (VMCPCSS), which includes both Cathedral Preparatory School (Cathedral Prep) and Mother Teresa Academy (MTA), has a rich and storied history as a well-regarded leader in Catholic education for over a century. The schools are accredited by the Middle States Associate of Colleges and Schools – Commissions on Elementary and Secondary Schools (MSA-CES) and is a member of the National Catholic Educational Association. The schools provide a rigorous curriculum, leading-edge learning experiences, extensive co-curricular opportunities, faith formation, and a robust service-learning program. Combined, these are belief-centered institutions that prepare their students exceptionally well for college and life beyond.

The present-day Cathedral Prep represents the successful merger of two venerable single sex schools, Villa Maria Academy for girls, founded in 1892, and Cathedral Prep for boys, founded in 1921. While the legal merger between the two schools occurred in 2010, it was not until the opening of school for the 2022-23 year that the school officially consolidated on a single campus. Located on Cathedral Prep's original site in downtown Erie, the vast and beautifully upgraded campus now offers a preeminent coeducational educational program. Also, part of the fabric of VMCPCSS and integral to its mission is Mother Teresa Academy, a philanthropic-based Catholic K-8 school founded in 2017 and designed to provide children in Erie's inner-city neighborhoods with top-notch academics and preparation for eventual college and university study. These now unified institutions are poised for an exciting next chapter in their history.

Now, VMCPCSS seeks an experienced and dedicated Vice President of Advancement to lead the organization's overall advancement activities and constituent relations programs. Reporting directly to the President of VMCPCSS, this role has full responsibility for donor engagement, capital, major and planned gift programs, annual giving, alumni/ae affairs, special events, and management of the day-to-day operations of the advancement program. The Vice President of Advancement, with the support of the President, contributes to the school's future by creating and implementing strategy to advance the program through philanthropic support.



Opportunities and Challenges

Looking ahead, the priorities, opportunities and challenges for the Vice President for Advancement include:

Partnering Strategically with the President and Board of Trustees

President Kevin Smith's 2022 arrival has been welcomed by all constituencies. He is a proven community builder, admired leader, and a gifted fundraiser. The Vice President for Advancement will partner closely with Kevin, serving as a trusted advisor as they create customized cultivation and solicitation strategy to increase philanthropy. At the same time, the Board of Trustees is comprised of talented and strategic volunteers who are strongly committed to ensuring the school's financial stability and enduring excellence while honoring historic traditions and values. In the 2023-24 school year, the Board, in partnership with school leadership, will be completing a strategic planning process. The Vice President of Advancement will serve as a strategic partner to the Board for these efforts.

Leading and Mentoring the Advancement Staff

The school has a dedicated and committed advancement staff including an Assistant Vice President for Constituent Giving and Engagement, Assistant Vice President for Strategic Initiatives, Director of Advancement Services, and Annual Giving and Events Manager. The Vice President of Advancement will be charged with partnering with the staff to develop and reach strategic goals for the department while also providing mentorship and guidance to support their professional growth.

Assessing Philanthropic Capacity & Engaging Leadership Giving Prospects

Cathedral Prep has a strong history of cultivating, soliciting, and stewarding meaningful philanthropic gifts from members of their community. The Vice President for Advancement will be charged with the nurture and care of previous donors while conducting new prospect identification, cultivation, solicitation, and stewardship to ensure a healthy pipeline and virtuous cycle of philanthropy.



Nurturing and Inspiring the Alumni Community

Cathedral Prep and Villa Maria possess alumni/ae communities who remain passionate about their experiences at and connections to their respective alma maters. While the merger has been incredibly successful, it will be important for the Vice President for Advancement to build programs that thoughtfully and successfully engage alumni/ae in the school's future. By recognizing their past experiences and connecting them to the present-day school, the Vice President will keep graduates connected both to each other and their alma maters.

Enhancing Community Relationships and Strategic Partnerships

VMCPCSS plays an integral role in the life of the greater Erie community and has many successful partnerships with local organizations, businesses, and individuals. Of note, the school has increased revenue via a thoughtful and innovative sponsorship program. The Vice President of Advancement will be charged with the continued growth and stewardship of these sponsorships, providing critical financial resources to the school.

Responsibilities

In addition to embracing Cathedral Prep's mission, supporting its President and leadership, and representing the school at professional and public forums, the Vice President of Advancement has a number of primary responsibilities:

- Lead a philanthropic program that advances the school's mission via the enhancement of the school's culture of philanthropy.
- Analyze and bolster the school's major gift program via the identification, cultivation, solicitation, and stewardship of prospects and donors.



- Strengthen the school's planned giving program.
- Oversee the corporate and foundations relations of the institution, including the continued growth of the sponsorship program.
- In partnership with the Vice President for Communications, plan and oversee print and digital communications pertaining to fundraising and constituent relations.
- Be an advocate for the School's Diversity, Equity, & Inclusion, (DEI) work and consider that when planning and implementing fundraising and community events.
- Create and strengthen relationships with all members of the community and connect community members to Board members or community leaders as appropriate.
- Partner with the Board of Trustees and serve as staff liaison for Board Committees as requested.
- Oversee annual community and fundraising events.
- Support and mentor Advancement Office employees.
- Manage Advancement Office budget.
- Oversee data management policies for the Advancement Office, including privacy, accuracy, reports, best practices, gift entry, reconciliation, surveys, paperwork, etc.

Qualifications and Personal Attributes

- Five- to ten-years' experience in development in a non-profit organization; school or faith-based organization experience preferable but not essential.
- A commitment to Villa Maria Cathedral Preparatory Catholic School System's mission and values.
- Deep grounding in all aspects of development work, from annual giving to major gifts, prospect research to stewardship, constituent events to advancement services.
- An understanding of the importance of mentoring and inspiring staff and relishing the role.
- The capacity to manage and inspire a diverse group of constituent volunteers.
- Ability to cultivate and build strong and organic relationships with both the school and greater Erie community.
- Demonstrated experience in DEIB principles with a focus on aligning philanthropic practices with equity and inclusion.
- Excellent listening skills and the ability to work with constituents possessing diverse opinions.
- Outstanding communication skills and comfort with speaking publicly.
- Extensive organizational and people skills with experience in working independently.
- Ability to remain calm under pressure, a joyful spirit, and a terrific sense of humor.

Learn More

Click on the links below to learn more about Villa Maria Cathedral Preparatory Catholic School System.

[School Website](#)

[Campus Ministry](#)

[School History](#)

[About Erie, Pennsylvania](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Sara Shulman

Consultant

sara.shulman@carneysandoe.com

Cathedral Prep offers a comprehensive benefit package with generous health plan coverage, paid time off, and matching contribution to retirement savings. Relocation consideration offered.