



St. John Paul II Catholic High School Development Director

School Overview:

St. John Paul II Catholic High School is a college preparatory school for grades 9-12, located in Huntsville, Alabama. Founded in 1996 as Catholic High School, St. John Paul II Catholic High School is sponsored by the Diocese of Birmingham in Alabama. We strive to provide an exemplary education to help our students reach their full potential and better the world around them. We are proud to welcome students and families from all faith traditions. We are a school that develops its students in spirit, mind, and body. Today's graduates exemplify this success with a legacy of National Merit Finalists; scholarship awards in academics, arts, athletics; and 100 percent college acceptance. St. John Paul II Catholic High School prepares students for acceptance at world-class colleges and universities, with a rich course offering in all disciplines, including opportunities for advanced studies.

Our Mission

Inspired by our patron, St. John Paul II Catholic High School develops students in spirit, mind and body through a Christ-centered, college preparatory education. As a welcoming community of faith, we encourage, challenge, and support our students to learn enthusiastically, lead honorably, and live responsibly so they will improve themselves and society through their faith and vocation.

Position Summary

The school seeks to secure a Development Director to help promote the quality and unique opportunities of the tradition and experience of St. John Paul II Catholic High School by building relationships with the school and civic communities. and by developing the resources that will serve and continue to advance our school as one of the outstanding Catholic secondary schools in our state. The ideal candidate will have experience in many areas of development, while possessing the requisite skill sets to build, maintain, and grow meaningful relationships throughout its constituencies.

Responsibilities for this position include:

- Develop and lead fund development activities to increase constituent involvement and fundraising outcomes.
- Collaborate with the JPII marketing department to advance the schools mission and ensure consistent branding.
- Identify, solicit, cultivate and steward annual, major, and planned gifts from stakeholders.
- Collaborate with the Headmaster and Advancement Director to develop short and long-term development planning and reporting.
- Prepare, write and submit compelling grant applications.

- Foster alumni relationships. Plan and oversee alumni activities.
- Represent JP2 at community and school events.
- Report directly to the Advancement Director.

Education and Experience

- Degree in business administration, communications, or non-profit management field preferred.
- Experience in the following areas of Advancement/Development: annual fund, major gifts, planned giving, capital campaign, event planning, marketing, communications, grant writing, and public relations desired

Qualities and Characteristics

- Presence to inspire confidence and passion among all stakeholders.
- Servant leader that embraces, models, and champions the traditions and values of a Catholic education; not required to be a member of the Catholic Church.
- Exceptional communication, interpersonal, and public speaking skills while serving as a highly visible leader of St. John Paul II Catholic High School.
- Highest degree of integrity, authenticity, and transparency, with attention to detail.
- Positive, energetic, accessible and approachable style with a willingness to relate to all stakeholders.
- Computer proficiency with knowledge of Microsoft Office Suite and Bloomerang database platform preferred.

To Apply

- Interested applicants should submit a resume highlighting relevant development efforts in which the applicant has participated, whether in a school setting or in another type of business or non-profit organization.
- Submit a personal statement highlighting strengths in furthering the mission of St. John Paul II Catholic High School.
- Please email resume and personal statement to dolszewski@jp2falcons.org, with subject line "Development Director Application".