

# Archbishop Moeller High School

## Vice President of Development

Department: Advancement

Reports To: President

Employment Type: Full-Time, on-site

## Executive Summary

Archbishop Moeller is an all-male, Catholic high school (grades 9-12) located in Cincinnati, OH. Founded by the Marianist order of Priests and Brothers, Moeller is a Catholic high school in the Marianist tradition. Moeller strives to educate all students, regardless of ability, in Mind, Body, and Spirit within a Community of Brothers. Moeller is nationally recognized for their House System and continues to be a leader in the integration of technology, celebrating over 20 years as a one-to-one tablet school. Moeller offers a comprehensive, college preparatory curriculum which includes over 30 Advanced Placement/College Credit Plus courses, as well as courses in visual and performing arts, world language, business, and information technology.

Moeller is seeking a Vice President of Development to join our dynamic, dedicated, and collaborative organization. The targeted commencement of the position will be no later than January 5, 2026.

## Position Overview

The Vice President of Development leads all advancement initiatives at Archbishop Moeller High School. This includes major gift fundraising, leadership annual giving, volunteer management, alumni relations, and stewardship. The Vice President collaborates closely with alumni, business leaders, donors, faculty, staff, and volunteers to secure philanthropic support for both general and specific needs of the school. Maintaining healthy mission alignment with the values and goals of Moeller High School will be foundational in the position.

Internally, the Vice President collaborates with the President, the Development Team, Communications, Alumni, and Athletic Directors. Externally, the role engages with advisory boards, community leaders, and other stakeholders. The position also oversees approximately fifty volunteers across various committees.

## Key Responsibilities

- Plan and execute alumni, stewardship, and major gift events.

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- Identify, cultivate, and solicit major gift donors and annual fund gifts of \$1,000+.
- Coordinate prospect visits and follow-up for the President.
- Develop and implement fundraising strategies and goals as part of the Development Leadership Team.
- Maintain a portfolio of 150 prospects and conduct 175 strategic engagements annually.
- Write, submit, and steward grant proposals aligned with school priorities.
- Supervise development staff, including the Associate Director, Main Event Coordinator, and office personnel. Establish a strong culture of succession and professional growth surrounding the advancement team.
- Oversee Annual Giving, Alumni Relations, and Scholarship programs.
- Grow the Endowment Fund.
- Develop, implement, and manage a comprehensive institutional advancement plan, including multi-year fundraising strategies and operating plans with clear annual goals.

### **Additional Duties**

- Conduct monthly face-to-face meetings with 15–20 prospects/donors.
- Collaborate with the President and staff to set and evaluate annual fundraising goals.
- Coordinate activities of volunteer solicitors and ensure consistent follow-up.
- Manage donor engagement and stewardship efforts post-visit.
- Establish metrics to track progress toward goals and provide regularly scheduled reports to the board, leadership, and donors.

### **Qualifications**

- Bachelor's degree required; advanced degree preferred.
- Minimum of five years of successful fundraising experience, including securing major gifts in the five- and six-figure range.
- Strong interpersonal and communication skills highlighted by authentic relationships and demonstrated mission commitment.
- Proven ability to develop and manage donor and volunteer engagement programs.
- Excellent writing, planning, and organizational abilities.
- Ability to work independently and collaboratively in a team environment.
- High ethical standards and discretion in handling confidential information.
- Ability to effectively articulate the mission of Archbishop Moeller High School.
- Experience with Raiser's Edge or similar CRM systems; Wealth Engine experience preferred.
- Willingness to travel and work some evenings/weekends as needed.

### **Compensation, Benefits and Hiring**

- Salary is competitive and commensurate with experience and qualifications. We offer a robust benefits package including paid vacation, personal days, paid holidays, healthcare, dental, FSA, 401K option with employer contribution, graduate school

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tuition reimbursement, tuition remission, and paid lunch program. The position is full-time, primarily on-site.

- Submit cover letter, resume, and contact information for three references through the employment portal at [Moeller.org](http://Moeller.org). Applications will be reviewed on a rolling basis. Employment offers are contingent upon applicants being able to pass an FBI background test and be SafeParish certified through the Archdiocese of Cincinnati's Safe Environment program. All employees of Archbishop Moeller High School will have knowledge of, or openness to learn about the Catholic faith, and a willingness to work for a Catholic agency and adhere to the policies of the School and Archdiocese of Cincinnati. An equal opportunity employer.