



XAVIER HIGH SCHOOL



Vice President for Advancement Xavier High School, New York

About the School

Founded in 1847, Xavier High School is an academically rigorous, Catholic, Jesuit college preparatory school in New York City that serves young men of diverse backgrounds and means. Xavier serves over 1,000 students from across the metropolitan area. In support of its commitment to economic diversity, Xavier provides need-based assistance to more than one-third of the student body.

The school employs approximately 140 faculty and staff and has an annual operating budget of \$25M and an endowment of \$100 million.

Xavier is located at 30 West 16th Street between 5th and 6th Avenues in Chelsea, one of the most dynamic neighborhoods of Manhattan, two blocks from Union Square Park and convenient to public transportation. The historic campus consists of 234,000 square feet spread across six buildings located adjacent to the Church of Saint Francis Xavier.

Xavier is entering its 175th academic year in a strong financial position with no debt, a robust endowment and generous philanthropic giving from alumni, parents, graduate parents and friends. Over the last five years, total giving to Xavier has ranged from \$6.1M to \$10.7M each year. Annual giving in each of the last five years has been \$2.5M+. In conjunction with Xavier's 175th anniversary, the school is soliciting and securing major gifts to fund the next phase of the campus master plan and increase support for scholarships and other key programs.

Xavier is an active member in NYSAIS, NAIS, NBOA and the Jesuit Schools Network.

About the Position

The new vice president for advancement will partner with senior leadership and the board of trustees to set giving priorities and secure the resources to move Xavier High School confidently into the future.

The vice president for advancement leads the annual and planned giving efforts and the alumni program of Xavier High School. He/she supervises the work of the director of annual giving and advancement services, the director of alumni relations, the director of engagement and planned giving and the director of special events. All his/her efforts are aimed at advancing the mission of Xavier by identifying and securing the resources necessary to ensure the smooth and efficient operation of the work as a ministry of the Society of Jesus.

The vice president for advancement reports to the president.

Responsibilities include:

1. Direct and support the work of the advancement team (director of annual giving and advancement services, director of alumni relations, director of engagement and planned giving, director of special events), developing and executing strategies to identify, cultivate, solicit and steward ongoing support for Xavier from alumni, parents and friends.
2. Analyze data to plan for the strategic growth of annual giving and growth in participation; develop new revenue streams based on the data and other current best practices; report regularly to the president and board.
3. Personally manage a portfolio of select major and principal gift prospects.
4. Serve as staff liaison and ex-officio member of the board advancement committee, working closely with the committee to generate support for giving priorities and events.
5. Direct all aspects of the planned giving program; actively recruit and steward estate and other planned gifts.
6. Manage all aspects of the scholarship giving program, including working with the VP for Finance on monitoring endowed scholarships, assigning student recipients to benefactors, and stewarding scholarship donors.
7. Travel as needed for alumni events and cultivation, stewardship and/or solicitation activities.
8. Write the "Advancing Xavier" column and other giving-related pieces for the *Xavier Magazine* and *Xavier Annual Report*.
9. Serve as a member of the Hall of Fame Selection Committee.
10. Oversee production of all data and lists for the *Xavier Annual Report*.
11. Serve as department resource for charitable giving standards, using guidelines established by CASE, IRS and other appropriate organizations.
12. Serve as assistant secretary and recording secretary of the Board of Trustees.
13. Support the mission of Xavier and the work of advancement by regular presence at events (games, plays, etc.), appropriate participation in the retreat and service programs and ongoing participation in Jesuit Schools Network and province activities.
14. Engage in ongoing professional development (CASE, NYSAIS, NAIS, BoardSource, iModules, Raiser's Edge, etc.); support the professional development of the advancement staff.
15. Provide pastoral care to alumni and their families including, but not limited to, hospital, hospice and rehabilitation visits, wakes and funerals, and other special events.
16. Other duties as assigned.

Qualifications

10+ years of development/advancement experience required, preferably in an independent school or in higher education.

Excellent communication skills, both written and oral.

Experience supervising staff.

Bachelor's degree required; Graduate degree strongly preferred.

Insight into Ignatian spirituality and/or Jesuit education a plus.

Desire to actively engage as a member of the school's senior leadership team and be an engaged member of the school community.

How to Apply

This search is being handled internally. Candidates interested in this position are asked to submit the following documents by noon, Friday, April 22, 2022:

- Cover letter addressed to the Xavier High School Advancement Search Committee
- A statement of leadership philosophy (600 word limit)
- A statement describing your approach to advancement work and the place of advancement in the life of the school (600 word limit)
- Resume
- List of five references including name, contact information and relationship. Candidates will be informed before references are contacted

Application materials are to be sent in a single Word document or PDF. Application materials should be submitted to Susan Cardosa, Assistant to the President, Xavier High School at cardosas@xavierhs.org.

Confidential Inquiries are welcome and should be made to Fr. Dennis Baker, S.J., Director of Engagement and Planned Giving, Chair of the Search Committee, at 212.924.7900 x1633 or bakerd@xavierhs.org.

Posted: March 22, 2022