



**Xavier College Preparatory High School**  
*A.M.D.G.*

**Executive Director of Advancement**

**Position posted 09/30/2025**

Xavier is currently accepting resumes and letters of interest from candidates interested in serving as the Director of Advancement and Marketing. Ministering in this capacity at a Jesuit high school is an invitation to animate the Ignatian Vision of the community, care for students, and collaborate with colleagues to advance the Catholic, Jesuit mission of the school.

**The Executive Director of Advancement manages and oversees the fundraising, marketing, and communications on behalf of Xavier College Preparatory.**

**Key Responsibilities:**

- Oversees all fundraising campaigns, principally the annual fund and other designated fundraising initiatives, as well as Xavier's Planned Giving Program.
- Works with the President to identify prospective donors for major gifts and leads the effort in soliciting major gifts.
- Ensures that benefactors are timely thanked for their donations and ensures that proper follow-up is conducted to keep relationships strong between donors and the school.
- Cultivates relationships with current and potential new benefactors.
- Reports regularly to the President on the giving to the school.
- Oversees production of the Annual Report and all other advancement office publications.
- Oversees, operates, and manages all fundraising events.
- Manages & oversees all marketing, branding, and promotion for the institution.
- Lead for all external communication and public relations.
- Oversees & Collaborates with the Alumni Coordinator in managing Alumni relations and curating Alumni engagement events.
- Manages & Oversees the institution's website, ensuring information is current, accessible, and relevant.
- Possess the willingness to act as an ambassador of the institution at various philanthropic events throughout the year.





## **Skills:**

- Excellent communicator, strong social skills, ability to lead and work with a team.
- Creativity with fundraising objectives and agendas.
- Complete short and long-term institutional goals.
- Familiarity with fundraising databases.
- Strong ability to manage and tend to donor relationships.

## **Experience:**

- Prior experience in Catholic education, Jesuit education strongly recommended.
- Prior leadership positions in advancement/development work strongly recommended.
- Prior experience overseeing and implementing a budget strongly recommended.

## **Salary Range:**

Position starting at \$100,000.

*This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.*

## **About Xavier College Preparatory High School**

Xavier College Preparatory is a Roman Catholic high school that actively seeks, educates, and nurtures young men and women from diverse ethnic, socioeconomic, and religious backgrounds in the Coachella Valley. In the tradition of St. Ignatius of Loyola, the founder of the Society of Jesus, Jesuit education is committed to the development of the whole person through a challenging educational experience, spiritual and religious formation, and co-curricular involvement. Supporting the role of parents as primary educators, our entire school program is dedicated to developing conscientious leaders and agents of change who are intellectually competent, open to growth, committed to justice, religious and compassionate in service to others for the greater glory of God.

Interested applicants submit a resume and cover letter to Chloe Folena at: [cfolena@xavierprep.org](mailto:cfolena@xavierprep.org).

