



Opportunity: Director of Advancement

September 2025

Pius XI Catholic High School is a private coeducational high school centrally located on Milwaukee's west side. Founded by the Pallottine Fathers and School Sisters of St. Francis over 95 years ago, the School has a storied history and compelling mission. With nearly 30,000 alumni, Pius XI attracts students from throughout the Milwaukee metropolitan area and currently serves more than 700 students. The School boasts a robust curriculum, including outstanding STEM and Arts programming. Known for its welcoming and nurturing environment, the School strives to inspire each student to grow into the confident, capable, compassionate child of God that only they can be. In the midst of executing its strategic plan, School leaders expect numerous achievements to be realized as we march towards the 100th anniversary in 2029. It is indeed an exciting time to be part of the Pius XI team.

Our Mission

Pius XI Catholic High School exists to prepare a diverse community of students to achieve their unique and highest potential. Guided by our Franciscan values of dignity, peace, and respect, we nurture students to excel academically, develop moral courage, and live lives of faith and service.

Job Summary

The Director of Advancement reports to the Vice President of Advancement. This role will oversee and be responsible for the daily functions of the department to include: major appeal mailings; named scholarship cultivation and stewardship; database entry and management; assist with grant research and writing; and assist with major events. This role will work directly with the President, Board of Director members, and Academic Leadership to further important donor and community partner relationships.

Abilities and Skills

The new Director of Advancement will:

- Have a passion for being part of a team-oriented, mission-driven school environment built upon Catholic values that is constantly seeking to better serve its students and families. Pius XI is on the move and this will be a rewarding journey
- Have a proven track record of successful fund development efforts, including the ability to build relationships with key benefactors and develop effective action plans to expand the community of Pius XI supporters
- Promote the Pius XI story to key constituent groups
- Lead through example while fostering a culture of accountability
- Practice The Golden Rule and embrace the School's Core Values

- Engage staff by creating a climate in which team members are motivated to do their best and help Pius XI achieve its Advancement goals

Duties and Responsibilities

Fundraising

- Work effectively with the Board of Directors, President, Vice President of Advancement, and School leaders to ensure the successful implementation of the School's strategic Goal Pillar objectives, particularly those involving Advancement
- Manage a small portfolio of mid-level annual donors and work to increase giving
- Help identify, cultivate, and research donors and develop profiles and strategies to advance relationships
- In collaboration with the Vice President of Advancement, develop direct mail and digital fundraising strategy and manage this effort throughout the year
- Facilitate grant proposals, reporting, and donor stewardship
- In collaboration with other members of the Advancement team, help plan and execute fundraising and donor cultivation events

Reporting

- Work with database coordinator to ensure that the donor database is up to date and being used to its full potential to renew and secure new donors
- Prepare reports to analyze progress against goal as well as to better understand giving patterns
- Develop stewardship reports and communication strategies for major donors, including named scholarship donors

Communication & Marketing

- Work closely with the Communications Manager and Vice President of Advancement to ensure development communications meet objectives
- Create and execute school marketing campaigns (print and digital) for fund development, including legacy giving
- Collaborate and partner with the School's academic leaders and faculty to identify and advance the many student, teacher, and alumni growth stories that take place within the Pius XI community
- Develop objectives and key results (OKR) and reporting tools to evaluate effectiveness of messaging, campaigns, and digital/print assets

Required Qualifications

- Minimum of a Bachelor's Degree and five or more years of successful experience in nonprofit advancement, including major gifts solicitation and data-base management
- A strong belief in urban Catholic education
- Annual fund, grant-writing, individual giving, or events experience
- An established reputation for a professional disposition and collaborative approach
- Possess excellent verbal and written communications skills and is a compelling storyteller
- Strong interpersonal skills
- Excellent working knowledge of comprehensive nonprofit advancement skills, including major gifts, annual giving, events, campaign execution, communications, and marketing
- Self-motivated and proactive. Can anticipate needs and solve problems independently

- Has a broad understanding of the greater Milwaukee community and pays attention to trends, best practices, events, and milestones in order to properly position our brand
- Highly organized and can prioritize multiple projects and deadlines

Pius XI offers a competitive benefits package including health, dental, vision, Life & AD&D insurance, FSA, Pension and 403(b) plan. Qualified candidates should send a resume to Michelle Pape at mpape@piusxi.org. No calls please.