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**Position:** Chief Advancement Officer

**Position Summary:** Archbishop Hoban High School is seeking a dynamic and mission-driven Chief Advancement Officer (CAO). The CAO serves as the senior leader responsible for advancing the school's mission through strategic fundraising, alumni engagement, donor relations, marketing, and community partnerships. Reporting directly to the president, the CAO will lead all advancement initiatives and work collaboratively with school leadership, faculty, alumni, parents, and board members to strengthen philanthropic support and institutional visibility.

We are a private Catholic school rooted in the Holy Cross tradition. Our Holy Cross values are essential to our identity and philosophy of educating the hearts as well as the minds of our students. We celebrate diversity, value each person, and welcome one another with the hospitality of Christ. Our Holy Cross educators nurture student achievement and growth through collaborative planning and execution of curricula and encourage an expectation of lifelong learning.

**Position Responsibilities:**

**Strategic Leadership**

- Develop and implement a comprehensive advancement strategy aligned with the school's mission and strategic plan.
- Provide leadership for annual giving initiatives, major gifts, planned giving, capital campaigns, grants, corporate partnerships, and continuous donor stewardship.
- Contribute thought leadership and outside-the-box thinking in considering unique and methodical approaches to the engagement of new donors and/or reengagement of lapsed donors.
- Serve as a key advisor to the President and Board of Directors on advancement matters.

**Fundraising & Donor Relations**

- Cultivate, solicit, and steward donors and prospective benefactors.
- Build meaningful relationships with alumni, parents, foundations, corporations, and community leaders.
- Manage a portfolio of major gift prospects and lead campaign initiatives.
- Assist with fundraising events throughout the year.

**Alumni & Community Engagement**

- Strengthen alumni relations programs and increase alumni participation in school events and fundraising initiatives.
- Oversee special events, reunions, and community outreach efforts.
- Oversee targeted engagement strategies focusing on alumni 40 and younger.
- Coordinate dedicated initiatives to utilize alumni leaders in the engagement process of their classmates and other alumni.
- Promote a culture of philanthropy throughout the school community.

**Marketing & Communications**

- Oversee institutional messaging, publications, and digital communications related to advancement.
- Work directly with the Director of Communications to establish strategies for the promotion of yearly Advancement initiatives.

## **Management & Operations**

- Supervise advancement staff and foster a collaborative and mission-driven culture.
- Establish measurable goals, budgets, and performance metrics to gauge success
- Maintain donor database integrity.

## **Position Requirements:**

- Bachelor's degree required.
- Minimum 5-7 years of advancement, development, fundraising, sales, or nonprofit leadership experience.
- Proven leadership, interpersonal, and communication skills.
- Commitment to the mission of the school.
- Experience working with boards, volunteers, and diverse stakeholder groups
- Familiarity with advancement software and fundraising best practices.
- Strategic thinker with collaborative leadership style.
- High degree of professionalism, discretion, and integrity.
- Appropriate criminal records check by the Ohio Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation. Have attended or are willing to attend a VIRTUS Protecting God's Children training.

## **Benefits & Salary:**

- In support of our employees and their families, we offer a comprehensive benefits package that includes medical, dental, vision, employer-paid life insurance, employee assistance programs, generous sick, personal and vacation paid time, 401k match and additional employer contribution, fitness center, Hoban store discounts, and year-long spiritual engagement opportunities.
- Compensation is commensurate with experience. This position is a full-time, 12-month salaried position.

**We invite qualified candidates to complete our online application and to include a letter of interest and resume at [www.hoban.org](http://www.hoban.org) by June 15, 2026.**