



EMPLOYMENT OPPORTUNITY

Our Lady of Victory Catholic School

ADVANCEMENT DIRECTOR

Our Lady of Victory Catholic School in Baltimore is currently seeking an Advancement Director to plan, coordinate, and manage marketing, enrollment and fundraising programs. This is a full time, 12 month position.

The Advancement Director will have the following responsibilities: Enrollment Management, Development, Communications, and Strategic Planning. He/she will report to the Principal. Please visit our website at www.olvictory.org for the complete job description.

Qualifications are:

- Strong knowledge of the community preferred
- Excellent oral and written communication skills
- Strong managerial skills and the ability to balance numerous ongoing projects
- Excellent time management and planning skills
- Strong leadership and team building skills
- Ability to appreciate and communicate a passion for Catholic elementary education
- Understanding of Catholic Identity
- Bachelor's degree preferred
- Proficiency with Microsoft Office and the Internet

Interested candidates should email a cover letter, current resume, and salary requirements to:

Wendy Cottrell, Principal
410.242.3688
wcottrell@olvictory.org.

