



SACRED HEART CATHEDRAL SCHOOL

EST. 1956

Director of Development

Position Summary

The Director of Development shall show evidence of a knowledge of a Catholic philosophy of education and exhibit a Christ-like respect and fairness in dealing with others. In cooperation with the Principal, he/she shall strive to provide opportunities for school families to prepare for life in today's Church and society through community engagement, communicating with stakeholders, and focusing on the advancement of Sacred Heart Cathedral School.

Purpose of Position

The Director of Development shall participate in the overall engagement and leadership of Sacred Heart Cathedral School, facilitating open communication between families and school, spearheading fundraising initiatives, developing and maintaining connections/relationships with stakeholders and community members, promoting school accomplishments, attributes, and image. The Director of Development shall work to ensure the integration with religious truths and Gospel values that support the attainment of the goals of Catholic education.

Education Requirements

Minimum of a Bachelor's degree

Three to five years of marketing or development experience preferred

Be able to pass a background screen

Responsibilities

The Director of Development is a member of and attends bi-monthly or monthly meetings for each of the following groups: the SHCS Administration Team, Parent Teacher Ministries, School Board, and The Cathedral of the Most Sacred Heart of Jesus Parish Leadership Staff. The primary roles of the Director of Development include, but are not limited to community engagement, public relations, and institutional advancement.

Why Work at SHCS?

Sacred Heart Cathedral School is a rewarding place to work for educators who value strong community, academic excellence, and faith-centered education. Faculty and staff are supported in a collaborative environment where professional growth is encouraged, relationships with families are strong, and students are known and nurtured as individuals. Rooted in Catholic values, Sacred Heart Cathedral School offers the opportunity to make a meaningful impact—shaping not only students' academic success, but also their character, faith, and sense of service to others.

To Apply for this Position

Qualified applicants should email a letter of interest and resume to jobs@shcknox.org.

FAITH ● FAMILY ● FUTURE

The Sacred Heart Cathedral School community educates the whole child in a Catholic, Christ-centered environment with the ultimate goal of developing students to their fullest potential and to a life of service.