Chief Advancement Officer

Brother Rice High School | Bloomfield Hills, Michigan
Full Time | Exempt
Reports to: President

Brother Rice High School seeks a strategic, driven Chief Advancement Officer to lead a comprehensive advancement program that strengthens the school's mission and long-term financial sustainability.

Reporting to the President and serving on the school's leadership team, the Chief Advancement Officer will oversee a department of six professionals who are charged with fundraising, alumni engagement, donor stewardship, and advancement operations. This leader will work closely with the President, Board of Directors, and advancement team to build lasting relationships and secure philanthropic support for tuition assistance, endowment, capital improvements, and other school priorities.

The ideal candidate will combine demonstrated fundraising success with strong leadership skills and a commitment to Catholic education in the Edmund Rice Christian Brother's tradition.

Key Responsibilities

Advancement Strategy and Leadership

- Develop and execute a comprehensive advancement plan aligned with the school's mission, strategic priorities, and financial goals.
- Partner with the President to establish fundraising priorities, set measurable goals, and cultivate a culture of philanthropy throughout the Brother Rice community.
- Partner with the President to establish the school's marketing direction, collaborating with enrollment and communications staff to support enrollment goals, deepen alumni engagement, and strengthen the Brother Rice brand.
- Lead, mentor, and develop the advancement team, establishing clear responsibilities, accountability, and a collaborative work environment.
- Serve on the school's leadership team and work with the Board of Directors and relevant committees to support advancement efforts.
- Manage the advancement budget and provide regular reports on fundraising performance, donor engagement, and progress toward goals.

Fundraising and Donor Relationships

- Set strategy for annual giving, major gifts, planned giving, endowment growth, and capital campaign initiatives.
- Manage a portfolio of current and prospective major donors, guiding relationships from identification and cultivation through solicitation and stewardship.
- Support the President and other school leaders in donor outreach, preparing proposals, briefing materials, and strategies for meaningful engagement.
- Set strategy for philanthropic support for tuition assistance and scholarships, helping make a Brother Rice education accessible to deserving students.
- Oversee and partner in the timely, personal acknowledgment and stewardship that connect donors with the impact of their generosity.

Alumni and Community Engagement

- Strengthen relationships with alumni, parents, past parents, grandparents, and friends of Brother Rice.
- Help to develop and carry out alumni engagement strategies that deepen connections with the school and encourage participation, volunteer leadership, and philanthropic support.
- Recruit and support volunteers who serve as ambassadors for the school's mission and advancement priorities.
- Oversee strategy for and attend fundraising and donor engagement events, including Irish Nite, Rice in the D, donor receptions, and alumni gatherings.
- Coordinate with school leadership and communications staff to ensure advancement messaging clearly conveys Brother Rice's mission, priorities, and impact.

Advancement Operations

- Provide strategic oversight of advancement operations, supporting the director responsible in managing donor records, gift processing, prospect research, and reporting.
- Establish expectations for data accuracy, donor confidentiality, and consistent gift acceptance, acknowledgment, and stewardship practices, with directors responsible for implementation.
- Partner with directors to use fundraising technology and data to evaluate performance, guide decisions, and improve results.

Qualifications

- Bachelor's degree required; an advanced degree or CFRE certification preferred.
- Demonstrated success in advancement, fundraising, sales, business development, or a related field, with proven ability to build meaningful relationships, lead teams, and achieve measurable results. A strong commitment to Brother Rice's Catholic mission and the ability to engage its alumni, parents, and supporters are essential.
- Demonstrated success or understanding of securing major gifts and leading comprehensive fundraising initiatives: annual giving, capital campaigns, planned giving, and donor stewardship.
- Proven ability to lead staff, engage volunteers, and collaborate with senior leaders and board members.
- Excellent communication, interpersonal, and organizational skills, with the ability to build trust across diverse constituencies.
- Sound judgment, discretion, and a commitment to ethical fundraising practices.
- Proficiency with databases or fundraising technology.
- Availability for occasional evening and weekend commitments and travel for donor and alumni engagement.

About Brother Rice

Brother Rice High School is recognized as an exemplary, high-performing National Blue Ribbon School and a top-ranked Catholic college preparatory school for young men. To complement our balanced and rigorous college-preparatory curriculum, our students are instilled with a strong foundation rooted in faith, service, and leadership — the cornerstones on which students build lives of fulfillment, achievement, and grace. Yes, our graduates are ready for college. More importantly, they are ready for life.

Brother Rice High School is a Catholic college preparatory school for young men in Bloomfield Hills, Michigan, rooted in the Edmund Rice Christian Brothers tradition. Through its pillars of Respect, Integrity, Character, and Excellence, Brother Rice challenges students to grow academically, spiritually, and personally while preparing them to lead and serve others.

Philanthropy plays a vital role in sustaining this mission, expanding educational opportunity, and strengthening the Brother Rice experience for future generations.

To Apply

Qualified candidates should submit a résumé, a cover letter outlining their interest and relevant experience, and contact information for three professional references to Dr. Patrick Callaghan, President, HR Partners, Inc., at drpat@bignet.net.

Employment is contingent upon successful completion of required background screening and applicable safe environment training.

We invite you to visit brrice.edu to discover the people, traditions, and commitment to excellence that make Brother Rice High School an exceptional community - and an inspiring place to lead and serve.