



Position: Assistant Director of Admission and Advancement
Appointment: School Year 2019/20
Reports to: Director of Admission and Advancement

Under the supervision of the Director of Admission and Advancement, the Assistant Director of Admission and Advancement plays a critical role in supporting Bishop Diego High School and the Admission and Advancement team. They engage with multiple constituencies, handle confidential information, and lead special campaigns, events, and projects. They have a strong rapport with students, parents, alumni, donors, and staff alike and provide support for all areas of admissions, fundraising, and constituent relations.

As the Assistant Director of Admission & Advancement, a typical day might include:

- Creating a campaign for robust social media presence
- Planning a fundraising campaign, community building, or alumni event
- Assisting with marketing and media
- Researching and writing grant proposals
- Assisting with recruitment and re-enrollment activities
- Giving a tour

Preferred candidates will have:

- A Bachelor's degree
- One to three years' experience in fundraising, admissions, and/or alumni relations
- Excellent verbal, interpersonal, and written communications skills
- A high level of initiative, attention to detail, and problem-solving skills
- Direct experience with Microsoft Office & Excel, events management, social media, and digital communications

The most important characteristic of a Bishop Diego Cardinal is that we love people. We are authentic in our interactions and deliver amazing customer service. In particular, we work hard to support the students and programs at Bishop Diego High School because we enthusiastically support the mission and are committed to our core values of Respect, Perseverance, and Compassion. We promise you will work hard, learn, teach others, grow in mind and spirit, and be a part of something that will change the future!

Salary: Bishop Garcia Diego High School offers a competitive salary commensurate with experience and demonstrated accomplishments and comprehensive benefits package.

To Apply: Interested candidates are encouraged to review our school and curricular philosophy at www.bishopdiego.org. To apply for the position please provide the following to the physical mail or email address below:

- Cover Letter
- Current Resume
- Letters of Recommendation (3 recent, signed letters of recommendation required)

No Phone Inquiries Please

Assistant Director of Admission & Advancement
Attn: Mrs. Karen Regan
Bishop Garcia Diego High School
4000 La Colina Road Santa Barbara, CA 93110
kregan@bishopdiego.org

Bishop Garcia Diego High School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability.