



Saint John Paul II Academy
Boca Raton, Florida
Director of Institutional Advancement

Mission

Founded in 1980, Saint John Paul II Academy is a Catholic, coeducational, college-preparatory high school located in Boca Raton, FL. SJPIIA provides a rigorous academic curriculum designed to prepare students for success in college and life. The Academy fosters excellence in all programs and enables the spiritual, educational, artistic, and physical development of each student.

The Opportunity

Saint John Paul II Academy (SJPIIA) is entering into a transformative new era, following the recent celebration of 45 years of impacting students and the promotion of Principal Edward Bernot, M.Ed., to President. With a strong foundation, SJPIIA is ready to advance its work and expand its philanthropic impact. This is a chance to leverage current momentum and focus on refinement, scalability, and strategic expansion, rather than starting from scratch.

Working closely with the President and leadership team, the Director of Institutional Advancement will shape SJPIIA's future by strengthening and expanding the advancement program. The next Director will build upon a solid system of donor engagement, established fundraising activities, and a committed community—bringing greater structure, focus, and long-term growth to the Academy's advancement function. The key to this role is honoring what has been built and using that success as a springboard for the Academy's next phase of philanthropic growth.

Key Responsibilities

The Director of Institutional Advancement will lead all aspects of the advancement department for SJPIIA including planning and execution, with a focus on measurable growth, strengthening systems and processes, and long-term sustainability. Key priorities and areas of impact for the first 12-24 months include:

- **Advancement Operations:** Lead and execute a strategic, data-informed advancement plan
- **Annual Giving:** Increase annual giving participation and overall philanthropic revenue toward a \$2M goal
- **Alumni Engagement:** Build a more structured and sustainable alumni program that galvanizes engagement on a new level
- **Capital Campaign Completion:** Unique to this role is the opportunity to help bring SJPIIA's successful Capital Campaign to a strong close. This includes stewarding key campaign donors, reinforcing long-term relationships, and thoughtfully transitioning Campaign momentum into sustained annual and major gift support.
- **Cross-Functional Collaboration:** Serve as a trusted partner to the President and collaborate with internal teams to align messaging and priorities
- **Events & Engagement:** Oversee and intentionally utilize fundraising activities to support institutional efforts

Who Will Thrive in This Role

This role is ideal for a leader who:

- Excels at infusing creativity and vitality into existing programs to enhance outcomes
- Gets energized by growth opportunities, while appreciating structure and stability
- Brings both vision and strong execution skills
- Is relationship-driven lead that enjoys partnering closely with leadership
- Values working within an established, mission-driven community

Saint John Paul II Academy's Culture

SJPIIA is a small, close-knit team that spends significant time together and genuinely enjoys collaboration. They wholeheartedly believe in:

- Gratitude- It is a guiding principle in all that they do
- Collaboration over competition—No siloes; Succeed **TOGETHER!**
- Fresh perspectives—You don't need to have all the answers; Only a willingness to figure it out as a team
- Positivity- Stay focused and positive, even when facing challenges
- Growth mindset—This is a new chapter, and SJPIIA wants team members to drive innovation and lay the groundwork for the future

Advancement Specific Assets

- SJPIIA offers a strong platform for advancement success, including:
- Engaged Academy community and an existing donor base
- Leadership committed to investing in the department's growth
- Support from two full-time team members with historical knowledge and relationships
- A collaborative, mission-driven culture

Qualifications

- Bachelor's degree required; advanced degree and/or professional certification (CFRE) a plus
- **5+ years of progressive experience** with demonstrated success in advancement, development or fundraising (Catholic/independent school or nonprofit experience preferred)
- Commitment to supporting the mission of SJPIIA and the values of Catholic education
- Ability to work in-person, on-site five days/week at the Boca Raton campus to build strong partnerships with other departments and drive success through close collaboration; Occasional evenings, weekends, or travel may be required, and notice will be provided in advance
- Strong communication, relationship-building, and leadership skills
- Excellent computer skills, including Microsoft Office and CRM software; DonorPerfect experience a plus

Salary and Compensation Package

The salary range for this position is \$90,000-\$105,000, commensurate with experience. **For highly qualified candidates with demonstrated success in advancement, leadership, and revenue growth, SJPIIA is open to discussing a broader compensation structure.** A full complement of competitive health and wellness benefits, including:

- Health, dental, life, vision,
- 401(b) match
- Student tuition discount
- Paid time off, including school holidays and two weeks of vacation time.

To Apply

This search is being conducted by the Executive Search Division of Ruotolo Associates Inc. Inquiries regarding this position are strictly confidential and should be directed to jmorgan@ruotoloassociates.com. Interested applicants should submit a resume and cover letter with a salary range. Thank you for your interest.

Saint John Paul II Academy is an equal opportunity employer.