



Educational Center
Homestead

Spring 2026

Director of Institutional Advancement

Position Title: Director of Institutional Advancement

Organization: La Salle Educational Center

Location: Homestead, FL

Reports To: President of La Salle Educational Center

Position Overview:

The Director of Institutional Advancement at La Salle Educational Center is a key leadership role responsible for the strategic planning, management, and execution of all aspects of the institution's advancement activities. This includes fundraising, development, marketing, and public relations. The Director will cultivate relationships with donors, coordinate fundraising campaigns, secure major gifts, and oversee public relations efforts. Additionally, this individual will coordinate a school launch advancement campaign. The Director will work closely with the President, the Board of Trustees, and other stakeholders to advance the mission and strategic goals of La Salle Educational Center. If desired, upon the build-out of the schools, this individual will oversee the advancement team, including admissions, marketing/communications, and development/alumni relations.

Key Responsibilities:

1. Fundraising Strategy and Execution:

- Identify, cultivate, solicit, and steward major gift prospects, donors, and corporations for a ground-up organization with no current alumni or families of capacity.
- Develop and implement comprehensive fundraising plans to meet annual and long-term financial goals.
- Oversee all fundraising initiatives, including major gifts, annual giving, planned giving, corporate and foundation giving, and special events.

2. Donor Relations:

- Build and maintain strong relationships with existing and prospective donors.
- Develop and execute donor engagement and recognition programs.

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- Manage a portfolio of major gift prospects and conduct regular outreach and follow-up.
- 3. **Campaign Management:**
 - Lead the school growth campaign and special project fundraising initiatives.
 - Coordinate with campaign committees and volunteers to achieve campaign goals.
 - Monitor and report on campaign progress and outcomes.
- 4. **Communications and Marketing:**
 - Create and compelling fundraising materials, including brochures, newsletters, and online content to conform with the Strategic Communications Plan.
 - Ensure consistent and effective messaging in all advancement communications as per the Strategic Communications Plan.
- 5. **Grants and Corporate Sponsorships:**
 - Hire and Manage A Grant Writer or Grant Writing Firm who will research and identify grant opportunities aligned with the Center's mission and programs.
 - Collaborate with the Grant Writer and President to submit grant proposals and reports.
 - Develop and maintain relationships with corporate sponsors and partners.
- 6. **Data Management and Reporting:**
 - Maintain accurate and up-to-date records of all fundraising activities and donor interactions.
 - Build out and optimize the CRM system to include all engaged donors.
 - Prepare regular reports on fundraising performance and donor engagement metrics.
 - Utilize donor management software to track and analyze fundraising data.

Qualifications:

- Bachelor's degree in Nonprofit Management, Business Administration, Communications, or a related field; Master's degree preferred.
- Minimum of 2 years of experience in fundraising, development, or institutional advancement, preferably in an educational or nonprofit setting.

- Experience with ground-up or start-up schools or non-profits preferable.
- Proven track record of securing major gifts and meeting fundraising goals.
- Strong interpersonal and communication skills, with the ability to build relationships with diverse stakeholders.
- Excellent organizational and project management skills.
- Proficiency in donor management software.
- Commitment to the mission and values of La Salle Educational Center.

Personal Attributes:

- Dynamic and results-oriented.
- Strategic thinker with a vision for long-term growth.
- Ability to implement outside-of-the-box strategies.
- Highly motivated and able to work independently.
- Collaborative team player.
- Integrity and professionalism in handling confidential information.

Compensation:

- Salary commensurate with experience.

Application Process:

Interested candidates should submit a resume, cover letter, and a list of references to **Michael Scaramuzzo, President**, at mscaramuzzo@lasallehomestead.org. Please include "Director of Institutional Advancement Application" in the subject line.

La Salle Educational Center is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences.