



**The Regis School of the Sacred Heart**  
**Director of Advancement Position Statement**  
**Houston, Texas**  
**July 1, 2022**



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## HISTORY AND MISSION

The Regis School of the Sacred Heart is an independent, all-boy, Catholic, 3 Pre-K through 8th grade school located in Houston, Texas. Through the efforts of a small group of families whose daughters attended nearby Duchesne Academy of the Sacred Heart, the School opened in 1991. These families wanted their sons to experience the gift of a Sacred Heart education. The School opened with 38 students and has grown to its current size of 250. As a member of the Network of the Sacred Heart Schools in the United States and Canada, Regis commits itself to educate to the Five Goals of the Sacred Heart. These Five Goals provide the “road map” for understanding the School. They can be summarized as: Faith, Intellect, Service, Community and Maturity.

By translating these values into specific behaviors, Regis’ mission is alive and vibrant. It is on display every day, referenced in meetings as guiding principles, and is not only inspirational, but aspirational. Behind this mission is the belief that the flourishing of an individual is intimately linked to one’s growth in context of being educated in a robust faith community. Different constituencies spoke about the School’s commitment to specific educational programming for boys —Gentlemen and Scholars in the Sacred Heart Tradition. This translates into specific behaviors modeled by Regis students such as looking directly into your eye when responding, providing a firm handshake when meeting someone, saying “please”, “thank you” and “you’re welcome”, and holding the door for an adult.

The underpinning to all endeavors at Regis remains intrinsically

connected to the Sacred Heart Goals and Criteria. Regis incorporates love of learning, academic rigor, character formation, leadership opportunities and spiritual growth in all aspects of their programming. These blended elements of a Regis education also underscore high parent satisfaction with the School. Regis graduates also achieve acceptance into the high schools of their choice.

Regis is accredited by the Independent Schools Association of the Southwest (ISAS) and by the Texas Catholic Conference of Bishops Education Department (TCCBED) and is a member of the Network of Sacred Heart Schools. Regis just completed an accreditation visit by ISAS and produced a thorough self-study in preparation for the visiting team. It also is a member of the International Boys’ School Coalition (IBSC) and NAIS (National Association of Independent Schools).

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## LOCATION AND CAMPUS

Located in Houston, Texas, Regis enjoys access to a cosmopolitan city and a diverse community. The proximity to a major urban area also allows for easy access to transportation, cultural institutions, restaurants and shopping. Educational opportunities to major colleges and universities characterize the Houstonian experience. Close to beaches and to resort areas, Houston residents have many choices for pursuing recreational activities.

The Regis campus is located on a three-acre site in the district of the East Branch subdivision in Houston. In 2012, the facilities were expanded to include a Student Life Center. This building added instructional classrooms, a gymnasium, a weight room, an assembly area for drama and music programs and an indoor cafeteria. This addition and other buildings are able to support a total student population up to 330. The facilities reflect a boy-specific focus in its design and in ways to best accommodate their learning.

## SCHOOL AND PROGRAM

Regis creates an intimate and personal environment for learning whether in a classroom or on a playing field. Parents and faculty give testimony to the richness of topics and the ease of conversations with one another. Students' friendly demeanors encourage the sharing of ideas and a relaxed interaction that reflects a true learning community. There is a close student-teacher relationship that occurs both inside and outside the classrooms. Serving in many different capacities, the faculty knows the student body well. They have a special understanding of how best to educate boys in their formative years. The school culture is open and accepting. Each boy is valued as an individual and as a member of the community.

*Through a unique mix of challenging academics and the values of the Sacred Heart, Regis empowers students of all faiths to become lifelong learners and authentic, compassionate leaders.*

The Regis School of the Sacred Heart's core strength is teaching boys and creating scholars and gentlemen. Regis students move through a



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deliberate progression from a guided learner to an active participant to an effective contributor, and ultimately to become an engaged learner. An important tenet at Regis is the development of the whole boy. Integrating the intellectual, emotional, social, physical and spiritual components of learning leads to the realization of each boy's potential.

Regis curriculum focuses on what is developmentally appropriate. In 3 Pre-K through 2nd grade, students spend instructional time in self-contained classrooms in order to maintain routine and balance throughout the day. As students progress in the Lower School grades, they begin to experience departmentalized classroom settings in both 3rd and 4th grades. Middle School students transition to subject specific classes in the 5th through 8th grades. They are taught by teachers who are departmentalized within their subject matter.

Class sizes are kept small in order to teach to multiple learning styles and meet individual needs. Specialists for math and reading work with students and collaborate with teachers to both enrich and support the students and the current curriculum. The Regis faculty prepares their students for next-level education developing their academic needs and abilities, but also those relating to the arts, problem-solving, technology, creativity, spirituality and emotional needs.

Regis values many important traditions that characterize the school year. They include: Congé; Sacred Heart Feast Days; Goûter; and the Big Brother/Little Brother Program. These and other events engage the entire community with a specific focus and a common purpose. This engagement underscores the joyous nature of the school culture.



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## GOVERNANCE AND LEADERSHIP

For the 2020-2021 school year, the Regis Board of Directors is comprised of 21 voting members: 13 current parents; 3 parents of alumni; 1 grandparent; 2 Religious of the Sacred Heart; and two representatives from two all boys Catholic high schools where a large percentage of Regis students attend. The Head of School serves in an *ex-officio* capacity. This diverse membership ensures inclusive perspectives in board level discussions. The Board Chair is Ed Sullivan who specializes in labor and employment law at Oberti Sullivan LLP.

The Board of Directors adopted a five-year strategic plan, *Shaping Our Future*, in February 2020. The four main areas of focus are academic excellence, mission and Sacred Heart identity, operational vitality, and governance and leadership.

Directors serve a three-year term with the option of renewing an additional three-year term. All board members are required to serve on one or more committees. The board has a close working partnership with the Head of School. The board is forward thinking, strategic and is engaged in long range planning for the School. Planning documents produced by the Board help direct resource allocation and set the stage for a future capital campaign. There are many strengths that are evident in the School and have been confirmed by key stakeholders through surveys and conversations.

### Notable Strengths of The Regis School of the Sacred Heart:

- A strong reputation for academic excellence and high standards
- A close-knit community of parents, faculty and students

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- A deep understanding of educating boys
- Small class size
- Solid financial position and debt free obligations
- Centrality of the mission statement in the life of the School
- Embracing of the Goals and Criteria of the Sacred Heart
- Dedicated faculty and staff
- Visionary Board of Directors
- New and dynamic strategic plan to guide future direction of the School
- Strong parent engagement

The new head of school, Steven R. Turner, Jr., comes to Regis from Holy Innocents Episcopal School in Atlanta, GA where he was Associate Head of School. His first role as an administrator was at the Convent of the Sacred Heart in New York City where he first became acquainted with the Sacred Heart network. His undergraduate degree is from Duke University and he holds masters' degrees from the University of Georgia and Seton Hall University. He and his wife, Yvette, have three sons.

The Board of Directors made it clear that the following challenges are what they desire of his arrival at Regis.

- Building the enrollment of a student body that meets the desired admission profile of a Regis student
- Understanding and promoting a boy-centered education
- With the Board of Directors, prioritizing key elements of planning documents for resource allocation and ensuring continued financial stability
- Growing diversity in both the student body and faculty
- Enhancing communication both within the community and the larger Houston environs



- Modeling the commitment to the Sacred Heart Goals and Criteria
- Articulating a vision and inspiring stakeholders to support it
- Advancing the School through fundraising efforts and by establishing effective stewardship practices
- Creating different partnerships to strengthen the mission of Regis and to support its community outreach

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## FINANCES

The School's budget is \$7 million with approximately \$400,000 of that designated for financial aid. Tuition currently is \$19,500 for Early Childhood, \$22,750 for grades K-4, and \$25,950 for grades 5-8.; there is an annual student fee of \$1,500; and a new student fee of \$2,000.

Roughly 90% of budget comes from tuition, with the remainder coming from fundraising and auxiliary programs. Long-term plans for salaries and benefits and understanding the School's overall fundraising capacity are strategic initiatives that lie ahead.

Annual Giving has been in the \$300-400,000 range but is over \$500,000 this year. The School is debt-free. There have been strategic purchases of adjacent real estate for a future campaign.

## FACTS AT A GLANCE

Enrollment:	250 students
Average Class Size:	13
Student to teacher ratio:	6:1
Full Time Teachers:	41
Campus Size:	3-Acre Site

Regis is at an exciting moment in its history. Being debt free, the new Head of School with the Regis Board can shape the future of the School. Overcoming enrollment challenges and developing other strategic initiatives can move the School from a good school for boys to a great school for boys.

## POSITION OVERVIEW: DIRECTOR OF ADVANCEMENT

The Director of Advancement is the administrative staff person responsible for the successful, strategic planning, implementation and supervision of all fundraising, cultivation and stewardship activities associated with The Regis School of the Sacred Heart. Key responsibilities include oversight of annual fundraising Gala/Auction, The Regis Fund (annual appeal), Capital Campaign, Grant Writing and Foundation requests.

The Director of Advancement reports to the Head of School but works closely with the Administrative team and collaborates with the Regis Board of Directors, specifically the Advancement Committee Chair.

### Responsibilities:

#### Relating to Strategy and Fundraising Goals:

- Develop, oversee, and implement the annual Regis Advancement Plan
- Set and meet fundraising goals for the various activities for which the department is responsible;

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participate in the annual budgeting process to help determine fundraising goals and metrics for the Advancement office

- Set and achieve, in close collaboration with the Head of School and Board of Directors, annual contributed income goals, and comprehensive advancement plan
- Create and implement grants program
- Identify and recruit pipeline of volunteers for leadership positions related to fundraising efforts (auction chairs, Parent's Association committees, etc.)
- Manage a team of Advancement staff and provide direction and input on implementation of the goals
- Engage the Head of School, Board, and other volunteers, as needed, in advancement activities
- Actively identify, cultivate, and solicit major donors
- Steward and maintain relationships with individual donors, foundation staff, and corporate contribution officers
- Provide leadership and oversight for all fundraising events

#### **Relating to Communication:**

- Prepare and distribute Advancement Reports to Advancement Committee Chair in advance of monthly Board meetings

- Research and prepare grant applications and required stewardship reports for foundations
- Work with Director of Admissions, Communications, other administration staff to ensure consistent messaging across social media, printed communications and website
- Coordinate, draft and develop annual report in conjunction with the Head of School
- Assist in development of content and design for presentations given by Head of School including State of the School
- Contribute Advancement content for the Regis website
- Oversee the maintenance of records of contributions and grants and preparation of gift acknowledgement letters to be sent to donors in a timely manner
- Pull queries and reports from the Advancement database as needed for mailings and reporting

#### **Qualifications/Job Skill**

##### **Requirements:**

- Five plus years of experience in Advancement, Development or Fundraising; non-profit or educational experience preferred
- Bachelor of Arts degree in related field or college degree
- Excellent computer skills including Microsoft Office suite of products

- Experience with software related to all event planning (Auction/Gala)
- Experience with overseeing printing and graphic design preferred
- Maintain utmost confidentiality respecting the privacy of parents, colleagues, donors, students, and The Regis School
- Demonstrate positive interpersonal skills, building relationships across all disciplines and constituent groups (parents, volunteers, donors, peers)
- Adhere to professional code of conduct, maintain professional standards
- Ability to expand current funding to include planned giving and cultivation of new funders, including major gift donors
- Excellent written and verbal communication skills, proposal development and grant writing experience and research
- Strong organizational skills to plan, implement and administer a successful fundraising program and specific initiatives
- Ability to represent Regis in the community, establish and maintain strong relationships with the funding community, board members and volunteers
- Candidate must be willing to be flexible in work schedule and work occasional weekends and evenings for special event activities

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## ARE YOU THE RIGHT PERSON FOR THIS POSITION?

- Do you believe in helping identify the gifts and the unlimited potential of young men to help shape our world and to be scholars and gentlemen?
- Do you have the vision and strategic thinking to lead, strengthen and maximize an institution that wants to be “smart,” wise, professional in its operations, and committed to continual improvement?
- Are you committed to getting to know the boys and the families well, i.e. on a first-name basis? Do you enjoy getting to know, meet and engage families?
- Are you an excellent listener?
- Do people enjoy spending time with you?
- Do you have a growth mindset? Are you comfortable with an experimental and entrepreneurial work environment? Do you think creatively and encourage innovation? Are you a curious person?
- Can you encourage and actively support change and innovation while retaining the core values and traditions of a school?

- Are you a person of strength, gentleness, and authenticity?
- Do you know how to prioritize your responsibilities? Do you know how to use technology to maximize your time?
- Do you have the ability to lead, develop and manage well in all directions?
- Are you willing “to roll up your sleeves” for all the work that is needed?
- Do you get things done?
- Do you have the personality to embrace and support a dedicated community of faculty, staff, students, parents and alumni?
- Do you understand the cadence and rhythm of a school year? What are examples of how you work with your colleagues in a collegial manner?
- Do you have a track record of success as a fundraiser and implementing a strategy? What is your level of experience in communicating the narrative of an institution?
- Have you had experience in a capital campaign?
- Do you have a mind-set to create a culture of philanthropy and have successfully solicited and closed major gifts (5- and 6-figure gifts)?
- Can you handle the considerable range of tasks – from major gift solicitations to helping with the smallest details of an event?
- Do you have business and financial savvy?
- Do you have the experience in education, preferably in an independent school setting, to build upon The Regis School’s educational programs, promoting pedagogical excellence?
- Do you have facility with equity and inclusion work required to embrace and support a diverse and dedicated



### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Duties and tasks in this position are varied and complex. The position works on whole problems or projects. This position directs projects and the challenges are resolved with complex and precedent setting solutions. This position requires a high degree of collaboration. This position operates in a professional school environment. The functions of this position are performed in a typical office environment with no known hazards.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Travel:** Local and regional occasional travel is expected in this position. A valid driver's license and passport required.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time.*

### APPLICATION PROCESS

**Deadline for Application** is March 31, 2022

The Regis School is an equal opportunity employer and adheres to applicable non-discrimination laws. The successful candidate will receive a compensation package that includes a highly competitive salary plus generous health and retirement benefits.

#### Background Check

Prior to submitting your resume for this position, please read it for accuracy. RG175 verifies academic credentials for its candidates and conducts a thorough review of candidates' social media presence. The Regis School will conduct thorough background checks prior to finalizing an offer.

Interested candidates may apply online at <https://rg175.com/candidate/signup>

The application includes:

- Cover letter explaining interest in The Regis School
- A fully updated Resume/CV
- A writing sample that may be a personal statement, an article for a school publication, a recent speech or a submitted scholarly article— whatever can help inform the Search Committee of expertise, interests, academic focus and/or experience.
- Five current references

Please do not hesitate to call or e-mail Jim Pattison, 805.708.4990/[jpattison@rg175.com](mailto:jpattison@rg175.com) with questions. We are grateful for your interest in The Regis School and look forward to learning more about your background and experience.