



Recommended Advancement Director Hiring Process

These are the recommended steps for hiring the Advancement Director. The principal should ensure that all school and diocesan hiring policies are followed.

1. Post Position – Week 1 through 6
 - CSDP Job description and sample ad
 - Make use of contacts/network – i.e. board members, parents with search firm experience, etc.
2. Advertising – Week 1 through 6
 - Church Bulletin(s)
 - School – Newsletter, website, letter/announcement sent to families
 - Local paper
 - Catholic Diocesan newspaper
 - Local newspaper (with web links to Career Builder)
 - Web sources – catholicjobs.com
 - Other – community postings, share with school leaders
3. Review and Screen Resumes – ongoing
 - Received by principal
 - Reviewed by principal and others if deemed necessary
 - Initial screening calls if necessary
4. Interviews – based on screening but no later than 6 weeks – top candidates
 - Prepare questions
 - Principal and others if deemed necessary
5. Second interviews
 - Debrief/Prepare questions
 - Principal and others if deemed necessary
 - Reference checks and other checks
6. Offer extended – completed within 12 weeks
 - Includes start date, salary, benefits
 - Upon acceptance, letters sent to others who were not selected