



Growth. Values. For Life.

DIRECTOR OF ADVANCEMENT
JOB DESCRIPTION

Department: Administration

Supervisor: President

Status: Full-time

The Director of Advancement is responsible for overall leadership and management of all fundraising programs undertaken by the Academy, including annual fund, major gifts program, planned giving and any future capital campaigns, as well as managing Alumnae and Parent Relations. This person is a member of the Academy's Leadership Team.

SPECIFIC DUTIES:

Advancement Program

- Lead a fundraising program that includes the Ursuline Fund, capital campaigns, major giving, foundation grants, planned giving, corporate support/gifts, and special events
- Cultivate and steward relationships with a wide range of donors, grant funders and volunteers
- Create and implement research and strategies to identify, prioritize, cultivate, solicit, recognize, and steward all prospects and donors
- Develop both long-and short-term strategic and tactical plans for all aspects of the development program in consultation with the President, Board of Trustees, and Advancement Committee
- Plan, manage, and implement an Advancement program that will attract the maximum gift support possible to the Academy to meet the needs of the operating budget, endowment, and facility needs
- Implement a plan to increase participation in each of the donor constituencies: alumnae, parents, friends, faculty and grandparents
- Facilitate relationships between current and prospective principal gift donors and the President, Board members, Advancement Committee members, and others as appropriate
- Articulate annual fund-raising goals and evaluate Advancement goals, as well as the effectiveness of the program on an annual basis
- Work with the Director of Marketing and Communications to produce fundraising materials
- Work with the Director of Finance and Operations to manage budget and collect funds
- Increase volunteer involvement in Advancement and Parent Association

- Work with the Director of Enrollment Management to welcome new families and to educate both prospective and current families on the opportunities available to support the Academy
- Work collaboratively with volunteer committees to coordinate special projects and events
- Serve as staff support and attend meetings of the Advancement Committee of the Board of Trustees, and Governance Committee
- Build and sustain an effective partnership with the Board of Trustees, President, and Core Team to ensure that advancement goals are integrated into the overall school's strategic goals and ensure that the advancement program obtains the necessary resources to achieve the Academy's goals
- Participate as a member of the Senior Administrative staff of the Academy and, in that capacity, perform duties as assigned by the President

Parent Relations

- Support the Alumnae and Constituencies Manager in the development and operations of an academy-wide parent association

Office Management

- Maintain confidentiality at all times regarding the Ursuline community
- Attention to detail and commitment to excellence
- Attend all required meetings and willing to perform all other duties as assigned
- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and our founder, St. Angela Merici
- Respect, cooperate and maintain a positive attitude with colleagues (faculty and staff), students, parents, and alumnae and exemplify the core values

COMPETENCIES NEEDED:

Effective leadership skills and a strong orientation to a team-based work environment is required. Demonstrated success in soliciting gifts from individuals, meeting annual fund goals, enlisting sponsorships, and planning special events is required. Computer literacy and competency with electronic donor tracking systems is required. Highly developed organizational ability, communication, and interpersonal skills is required along with strong interpersonal and relationship-building skills. Exceptional writing and speaking skills are required. The employee must possess excellent judgment and attention to detail. The ability to engage the President, Board members, campaign volunteers, and others in cultivation, solicitation, and stewardship activities are required.

REQUIREMENTS:

- Bachelor's degree required
- Minimum of five to seven years of experience in nonprofit fundraising, preferably in an independent school or university
- Proven track record of fundraising success required with success in closing six-figure plus gifts.

PREFERRED:

- Experience leading an Advancement team and managing a capital campaign

PHYSICAL DEMANDS:

The position requires frequent walking, standing, bending, talking and lifting of up to 25 pounds as a regular part of the job. Specific vision ability required including close, distance, peripheral vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The noise level in the work environment is moderate. The employee may be exposed to possible extreme weather conditions, and infectious diseases. While performing the duties of this job the employee will occasionally be exposed to weather conditions of extreme cold and or extreme heat.

SALARY/BENEFITS:

- Commensurate with experience and education
- Generous benefits package offered

TO APPLY:

If interested, email cover letter, resume, and references to: uaemployment@ursuline.org. Please include "Director of Advancement" in the subject line of email.