



Position: Director of Mission Advancement

Reports to: Head of School

About St. Mary's Academy

St. Mary's Academy (SMA) is a Catholic High School for young women, founded and sponsored by the Sisters of St. Joseph of Carondelet. Together with the students' families, the administration, faculty and staff are committed to forming a Christian community that nurtures and challenges each young woman to attain her full potential. This effort is consistently characterized by respect for the individual, service to the "dear neighbor," academic excellence; preparation for higher education and the empowerment of young women who are inspired to take their places in an ever-changing world. This education promotes the formation and integral development of young women from various backgrounds and cultures and provides opportunities for the development of contemporary leadership while preserving the spirit that has made St. Mary's Academy unique.

Job Summary

The Director of Mission Advancement manages all development systems and strategy, including alumnae relations and management, SMA marketing and communications, event management and annual fundraising appeals. This position supervises the Mission Advancement Associate. The exceptional candidate maintains a holistic view of St. Mary's Academy, which includes an understanding and appreciation of the charism of the Sister's of St. Joseph of Carondelet, the mission of St. Mary's Academy and the rich legacy of educating young women for 133 years. The Director of Mission Advancement will work with school staff, parents, and volunteers to secure new donors with a focus on increasing unrestricted funding and alignment for long-term financial stability and growth.

Essential Responsibilities

Alumni Engagement

- Work with Head of School to provide opportunities for alumnae and current students to foster mentor-mentee relationships.
- Oversees the alumnae engagement events with a focus on Class Reunions, Anniversary Celebrations, and other engagement events.
- Create a new social networking presence; develop alumnae Facebook page for managing events, employing user-friendly system and existing user database.
- Manage and implement ways to engage alumni in e-communications, including the Echo newsletter and social media.

Fundraising Strategy

- Develop and lead an annual mission advancement plan and strategy including alumnae, individual, corporate, and congregational donations, grants, direct appeals, and fundraising events.
- Identifies, solicits, and cultivates individuals, foundations, and corporate donors using various tools and appropriate approaches.
- Acts as liaison with individuals, foundations, and corporate directors or their representatives.

- Nurture outreach with current donor relationships and strengthen the development of how SMA appreciates donors.
- Oversee grant writing efforts and ensure compliance with grant reporting requirements.

Leadership and Management

- Coordinates and supervises the Mission Advancement team.
- Serves as a contributing member of the Leadership team and regularly attends all faculty/staff meetings.
- Develops annual goals for Mission Advancement in collaboration with Administration and presents them for approval to the Head of School.
- Manages the Mission Advancement department budget.
- Supervises accurate record keeping of donor information and donor acknowledgement.
- Cultivates and stewards relationships with staff and Board.
- Prepares and presents quarterly reports for the Board regarding progress toward achievement of goals, trends in fundraising, and any analysis requested.
- Oversees the Annual Report of Donors and all Mission Advancement publications.
- Prepares and reviews monthly financial reports to reconcile Mission Advancement Office records with the Finance Office.
- Create, train, and manage students to be Advancement Ambassadors so there is student-led presence at necessary and related Advancement events.
- Organize, facilitate, and maintain student correspondence and engagement with donors.
- Complete other related tasks as assigned by Head of School.

Experience, Knowledge, Skills, Abilities Required:

- Bachelor's degree required.
- 3 years or more of relevant experience with a proven track record of fundraising for educational institutions or non-profit organizations.
- Detail-oriented with strong interpersonal and organizational skills with an ability to achieve cross-functional teamwork.
- Ability to think strategically and work creatively and proactively.
- Excellent oral and communications and presentation skills.
- Flexibility to work evenings and weekends and participate in school-wide community events.
- Strong organizational skills to perform all duties clearly, consistently, and in a timely manner.

Compensation and Benefits

- Salary is based on prior work experience. Our salary range for this role is \$70K-\$90K
- Medical, dental, and vision plan options are covered
- Retirement
- Professional Development
- Leadership Opportunities
- Faith Opportunities

Interested candidates should submit a letter of intent and desire to join the St. Mary's Academy community. Please include ways in which you would contribute to the mission and what elements of your background and experience make you a good candidate for our community. Please also attach a resume with your submission. Intent letter and resume should be emailed to hr@smabelles.org.