



Director of Advancement

(Position Available: January 2023/ Flexible Start Date)

Overview

Sacred Heart Academy Bryn Mawr (PA) seeks an experienced and dynamic Director of Advancement (DOA). Successful candidates will have experience as collaborative and strategic leaders, managers, and fundraisers; strong relationship building skills; significant campaign experience; and a deep commitment to education and the Sacred Heart tradition.

Sacred Heart Academy Bryn Mawr (PA) is a Catholic, independent college preparatory school for girls founded in 1865 by the Religious of the Sacred Heart of Jesus and lay-owned and governed since 1969. The School serves approximately 200 students in kindergarten through Grade 12.

The DOA reports to the Head of School, manages a three-person staff, works closely with the Advancement Committee of the Board of Trustees, and serves on the School's seven-member senior leadership team. The DOA creates and implements all aspects of the stewardship and fundraising program, including the annual fund, major gifts, capital campaigns, planned giving, special events, and alumnae relations to support the School's strategic vision and to cultivate a culture of philanthropy and gratitude across all constituencies.

The next DOA will demonstrate a proven track record in high-level fundraising with a focus on individual giving and major gifts; excellent understanding of principles and techniques of development, including endowment; experience in the design and implementation of identification, cultivation, solicitation, and stewardship strategies; and a minimum of five years of experience directing institutional development programs in a mission-driven context. This is an essential and highly visible role in the School's leadership. Enthusiasm, a strong work ethic, and impeccable organizational skills are key.

Essential Responsibilities

- Formulate and oversee a comprehensive development program in consultation with the Head of School and the Board of Trustees. Oversee and manage all aspects of the Advancement Office (AO) with focus on fundraising, event planning (both in-person and virtual), and alumnae relations
- Developing and overseeing AO policies and procedures as well as providing oversight for the AO database (Raiser's Edge) and internal systems for gift processing



- Manage, mentor, and provide constructive and timely feedback to direct reports - Assistant Director for Annual Giving, Alumnae Relations Coordinator, and Database Administrator - and guide AO volunteers
- Provide direction and support to the Head of School in fulfilling her advancement responsibilities.
- Oversee the Annual Fund including educating volunteers, coordinating communications, and managing other related activities
- Serve as the director for any capital and major gift campaigns
- Lead the School's Educational Improvement Tax Credit (EITC) and Opportunity Scholarship Tax Credit (OSTC) Programs in collaboration with trustees and other community members
- Cultivate and solicit major gift prospects personally and work closely with the Head of School, trustees, and volunteers, supporting them in all their fundraising responsibilities and accompanying them on donor visits when appropriate
- Act as the staff liaison to the Advancement Committee of the Board of Trustees, including the organization of fundraising and stewardship training for the Board
- Provide data, analysis of advancement program results and projections, and recommendations to school leadership and the Board of Trustees
- Coordinate the design and publication of the Annual Report
- Work closely and collaboratively with the senior leadership team in order to advance the mission and priorities of the School
- Collaborate on marketing and communication initiatives to expand and enhance the school's visibility and reputation, including collaborative work on the School's publications
- Oversee and collaborate with the Parents' Association
- Remain current with advancement trends and cultivate professional standards and development by participating in educational opportunities, reading professional publications, maintaining professional networks, and participating in local, regional, and national professional organizations
- Participate in Development sessions offered by the Sacred Heart Network

Minimum Qualifications

- Bachelor's Degree; Master's degree in nonprofit management or CFRE certification preferred
- At least 10 to 15 years of relevant experience in an advancement office with a considerable portion of those years leading advancement programs, managing staff members, and spearheading a capital campaign(s), in an educational environment preferred
- Direct experience and proven success in building relationships, directly soliciting and closing major gifts, leading a capital campaign, and managing a portfolio of major gift prospects, individually and as part of a team
- Leadership experience with managing and motivating staff members and volunteers
- Willingness to be part of a collaborative environment and to work closely with colleagues, board members, alumnae, and parents



- Outstanding interpersonal skills and ability to work with all School constituents with a professional and empathetic approach while maintaining strict confidentiality
- Superior communication skills both written and spoken with strong interpersonal, organizational, and managerial skills
- Solid knowledge of various social media platforms and the ability to use social media to promote philanthropy and fundraising efforts.
- Strategic thinker with a “can-do” style
- Positive attitude, flexible approach, and a sense of humor
- Eagerness to contribute positively to the Sacred Heart Academy community and uphold its Mission including a commitment to the Sacred Heart *Goals and Criteria*.
- Commitment to the diversity, equity, and inclusion work at the School
- Strong knowledge of fundraising data software and database management software
- Must be willing and able to travel and work occasional evenings and weekends
- Experience with grant writing preferred

To apply for this position: Please send a single PDF file that includes a cover letter, resume, and name/contact information for three professional references to admin.opening@shabrynmawr.org. Please include the position title, Director of Advancement (DOA), in the subject line.

Sacred Heart Academy Bryn Mawr is part of a national network of 25 independent schools located in North America which share a common heritage and vision. There are more than 150+ Sacred Heart schools around the world providing an international campus for our students at Bryn Mawr through exchange programs, summer workshops, service opportunities, and use of the *SophieConnect* Network. Sacred Heart Academy is accredited by the Pennsylvania Association of Independent Schools (PAIS) and a member of the Association of Delaware Valley Independent Schools (ADVIS) and the National Association of Independent Schools (NAIS).

To learn more about Sacred Heart Academy Bryn Mawr, please visit <https://www.shabrynmawr.org/>

Mission

Sacred Heart Academy educates college-bound women by cultivating their self-confidence, guiding them to realize their personal and scholastic potential and their responsibility to others, and by preparing them to meet life’s challenges - all within an academic and religiously diverse community that focuses on spiritual values and the individual student.

Sacred Heart Academy Bryn Mawr commits itself to educate to the *Five Goals and Criteria* of a Sacred Heart education which unify us with the Network of Sacred Heart Schools.



Notice of Non-Discrimination

The School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.