



ST. URSULA ACADEMY

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December 7, 2021

Job Title:	Director of Advancement
Reports to:	President
Supervises:	Alumnae Engagement Coordinator, Annual Fund Coordinator, Special Events and Advancement Services Manager
Position location:	Toledo, Ohio
Apply by 1/21/22:	Please submit a resume and cover letter combined in one document to Emily Croak at emily@alysterling.com

Position Purpose:

The director of advancement, in collaboration with the president and board of trustees, is responsible for designing, leading, and executing the overall fundraising and constituent engagement strategies to provide for the current and future needs of St. Ursula Academy. The director will supervise a team of three and supports the president's fundraising and constituent engagement responsibilities. The successful candidate will motivate others, embrace a growth mindset, and deliver on measurable goals for fundraising.

Mission:

Founded in the Ursuline tradition and rooted in the Catholic faith, St. Ursula Academy educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

Primary Duties:

- Responsible for designing and executing the overall advancement strategy including the following core initiatives: **major gifts** (current use, pledged, and endowed), **planned gifts**, **annual gifts**, and **alumnae engagement**.
- Responsible for meeting **annual advancement-team fundraising goals** (currently \$1 million+ in annual, philanthropic revenue).
- Responsible for all **donor cultivation, solicitation, and recognition**, including management of a major gift program for self, other staff and occasionally board members and other key volunteers and potential donors.
- Responsible for the evaluation, creation, and leadership of **tertiary giving programs and societies**, such as "women in philanthropy" and other **cause-specific constituency bases**.
- Develops **strategy for events** that bring together potential or current donors and the president, students, parents, and staff.
- Develops and implements **capital and/or comprehensive campaigns** with approval from the president and board of trustees.
- **Builds relationships** with board and staff members, volunteers, community partners and donors.



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- Develops productive relationships with all internal stakeholders and departments. Should look toward creating a more effective and efficient system of sharing of information, case successes, and financial/outcome data. Is responsible, along with the leadership, to advance and grow an institutional culture and commitment to philanthropy.
- Develops systems to **encourage board involvement** in solicitations, personal giving, and donor recognition.
- Responsible for the continued development of The 1854 Society, a planned giving society, to increase support for SUA's programs, services, and endowment. This includes oversight of related policies and procedures, marketing, and educational materials.
- Responsible for co-developing a vibrant **alumnae engagement** plan to include the engagement and cultivation of a diverse and geographically dispersed alumnae base.
- Acts as lead staff liaison to the **board's advancement committee**; with the advancement committee chair, prepares and presents the **advancement report for bi-monthly board of trustee meetings**.
- Represents the advancement team with the **SUA foundation board** at two annual meetings.
- Attends all events and is active in relevant community initiatives.
- Demonstrates a familiarity with and commitment to **Catholic and all-girl education**, and willingness to participate in the school's religious activities as appropriate.

Education and Experience

- A bachelor's degree is required.
- Three to five years of fundraising, marketing, and communications experience is required.
- An alumna of St. Ursula Academy is a plus, but capable, curious, mission-driven, experienced fundraisers from outside the SUA community are encouraged to apply.

Knowledge, Skills and Abilities

- Must be comfortable asking for money.
- Must be self-starter/self-motivated, well organized, detail oriented and able to work with minimal supervision.
- High degree of professionalism and sensitivity to confidential information.
- Team player with ability to work collaboratively and maintain positive working relationships.
- Proficiency with social media and email marketing platforms.
- Excellent written, verbal, and interpersonal skills.
- Computer proficiency; knowledge of Blackbaud's Raiser's Edge or other CRM, as well as Microsoft Office products.
- Available for activities before and after normal work hours including weekends, as needed with occasional overnight travel necessary.
- Enthusiastic attitude and commitment to the mission of St. Ursula Academy.

Compensation: Commensurate with experience