



Notre Dame Academy
Director of Advancement and Alumnae
Engagement
Los Angeles, California
Immediate Opportunity

With a proud tradition of providing Catholic education since 1949, the Notre Dame Academy Schools of Los Angeles story reflects many throughout the country. Tracing modest beginnings in response to the earlier vision of Reverend Mother Mary Cecilia and call to Sister Mary Bernard to “go out to California and build a house of love,” Notre Dame Academy Schools of Los Angeles first opened with the elementary school in 1949 and the high school the following year. Today the high school provides a distinctive and sought-after college-prep opportunity for nearly 260 young women in grades 9-12.

The current school year has been especially rewarding for the Notre Dame Academy community as it advances some important curriculum enhancements by expanding its unique Emphasis Program, which features an academic component along with symposia and experiential learning opportunities for all students, and by cultivating its disruptive innovation class, part of NDA’s Duddy Innovation Center for Excellence. Most importantly, beloved girls school traditions including the Freshman Rose Ceremony, Heritage Week, Junior Ring Ceremony, and Notre Dame Day invigorate the community and connect current students to more than 6,000 Notre Dame Academy alumnae worldwide.

In recognition of its efforts to redefine the high school experience, NDA recently earned the Karen Ristau Creative Innovation Award for Innovating Catholic Education from the NCEA for exemplary educator training and for promoting growth mindset, habits of mind, and design thinking.

In addition to the emphasis and innovation programs, NDA provides a wealth of rich visual and performing arts offerings, 10 sports teams, each with varsity and JV options, and robust co-curricular opportunities, such as Academic Decathlon and Robotics and Rocketry. For the sixth year, NDA’s Rocketry team has earned an invitation to the national American Rocketry Competition in Virginia. Its eight-period schedule enables students to balance academic challenge with electives and extracurricular activities. One hundred percent of graduates are accepted to four-year college programs and consider offers from the Jesuit schools, UCs, Ivies, and other highly selective institutions.

Faculty and staff enjoy a collegial atmosphere, fueled by expert educators who are dedicated to the school’s mission (Educating young women to make a difference) and to each of its nearly 260 students who come from 75 different zip codes and represent all of Los Angeles’ rich diversity.

For additional information regarding this highly respected Catholic community and its beautiful campus, please visit the website [here](#).

The Director of Advancement and Alumnae Engagement is responsible for leading the advancement team and for the development and strategic implementation of all aspects of fundraising including, but not limited to, capital campaigns, annual fund, alumnae and community affairs, and communications. Reporting to the President, the Director is a key member of the President’s leadership team and ensures best practices are in

place that effectively and efficiently advance the mission, values, and strategic goals of the school through the collaborative efforts of the department.

With the support of the President, the Director of Advancement and Alumnae Engagement will implement a multi-level Advancement plan that will include alumnae, corporate and business, foundation, endowment, special event, and direct engagement efforts. The successful candidate will be responsible for strengthening and diversifying Notre Dame Academy High School funding with further support provided by a dedicated and gifted Board of Directors. Working with the President, the s/he will lead the team responsible for raising awareness, accessibility, and viability of Notre Dame Academy and the vital role the high school plays in serving the ambitious students and families throughout the greater Los Angeles region.

Additional information and our application procedures regarding this exciting senior leadership opportunity can be found in our detailed search prospectus here:

[VIEW THE SEARCH PROSPECTUS HERE](#)

This is an immediate opportunity. The school community is on a fast track to identify and secure its Director of Advancement and Alumnae Engagement. Interested candidates can begin exploring this exciting senior leadership opportunity by contacting our team immediately. All inquiries and applications will be treated with the highest degree of confidentiality and the greatest respect.

Applications will be accepted until December 1, 2022. The successful candidate is expected to assume the responsibilities of this exciting advancement leadership opportunity as early as January 2023 and no later than July 2023.

APPLICATION PROCEDURE

To apply, please submit the following materials, confidentially and as separate PDF attachments in one email to Michael Furey. Please include Notre Dame Academy High School LA in subject field.

- Letter of Interest that aligns your experiences and skill sets with the current needs of the school as you understand them.
- Current resume with all appropriate dates included.
- List of five references including name, relationship, address, phone number and email address. No references will be contacted without your knowledge and approval.

CONTACT

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SALARY

\$125,000+