

DIRECTOR OF DEVELOPMENT

SISTERS ACADEMY OF BALTIMORE

Sisters Academy of Baltimore is seeking candidates for the position of **Director of Development** beginning in spring 2020.

Role

The Director of Development plans and implements major fundraising activities to advance the mission of the school and ensures that all initiatives and strategies are congruent with and support the mission, vision, values, and direction of the school. The Director of Development reports to the President and works in collaboration with the Development Committee of the Board of Directors, Development staff, Principal, Graduate Support Director, teachers, and volunteers.

Responsibilities

- Manage all strategies and activities for major donor cultivation, solicitation, and relations.
- Work with the President and Development Committee of the Board to develop and implement strategies to meet fundraising goals.
- Research major donor prospects, including individuals, foundations, and corporations.
- Work directly with Board members to cultivate new donors and achieve annual goals.
- Assume responsibility for development reports to the Development Committee and to the Board.
- Work independently to significantly broaden the donor base, particularly major donors.
- Oversee all communications and marketing, including the production of major publications, the newsletter, the annual report, brochures, and social media.
- Develop support network from the Board, friends of the school, and families of students to assist in the activities of the development office.
- Develop and implement new fundraising programs including deferred and estate planned giving.
- Continue to increase the scholarship endowment.
- Work with committees on all major fundraising events.
- Performs other assigned duties.

Qualifications

The ideal candidate has a bachelor's degree and a minimum of three years of professional fundraising experience, experience with the annual fund, grants, and a major campaign. Experience in a faith-based organization or an educational institution is preferred. Knowledge of the Baltimore philanthropic community is desired. Candidate must be committed to educating young women in a Catholic school environment that reflects the missions of the four sponsoring religious congregations. Ability to work as part of a team, excellent written and verbal communication skills, strong organizational skills and keen analytic skills are necessary.

Mission

Sisters Academy of Baltimore, a faith-based community-centered middle school, educates girls of different races, ethnic groups, and religions from families of limited economic means, particularly those in southwest Baltimore. The Academy empowers its students to become agents of transformation in their families, communities, and society. Our vision is that our graduates will be well-educated, self-assured, spiritual, and committed young women who are so needed in our community, our nation, and our world. Sisters Academy of Baltimore is sponsored together by the School Sisters of Notre Dame, Sisters of Mercy, Sisters of Notre Dame de Namur, and Sisters of Bon Secours. Sisters Academy is the

only school of its kind in the Baltimore area: a private, faith-based, tuition-free middle school for girls from families of limited economic means.

About Sisters Academy of Baltimore

Sisters Academy opened on September 7, 2004 with the fifth grade. Over the next three years, we added grades 6, 7, and 8. The first class of 8th graders graduated on June 4, 2008, and now, twelve classes have graduated. Every graduate is in high school or has completed high school. Among our graduates, 93% attend an independent or selective public high school, and 90% attend college, a postsecondary school, or join the military services.

The program at Sisters Academy is built on nine distinctive “pillars” of mission effectiveness. The school shares these distinctive characteristics with fifty other middle schools throughout the country. All of the schools: are faith-based; serve the economically poor and marginalized; address the holistic growth of students; partner with the family; offer an extended day and year; maintain a commitment to the student beyond graduation; govern and manage the school with an effective administrative structure; and engage in ongoing assessment; collaborate with other faith-based schools with similar missions. For more information about the school, visit www.sistersacademy.org.

Application Process

Interested candidates may apply by submitting the following materials:

- a cover letter presenting interest in and qualifications for the position
- a current resume
- the names and contact information of three references

Submit application materials electronically to:

Sister Delia Dowling, SSND, President
Sisters Academy of Baltimore
Phone: 410-242-1212

Send to ddowling@sistersacademy.org. For priority consideration, apply by March 10, 2020
Sisters Academy will continue to accept applications until the position is filled.

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