

St. Mary's Academy Employment Posting

Job Position: Director of Advancement

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre - K to Graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies historically high school admission is open to women only, scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy (SMA) is seeking a Director of Advancement. This is a full-time, 12-month, exempt position reporting directly to the President of SMA.

The Director of Advancement provides leadership for all fundraising efforts and with Advancement Team members coordinates community wide fundraising and friendraising events. The Director of Advancement identifies, cultivates and coordinates solicitation of gifts from individuals, corporations, foundations and others including one on one solicitation. The Director of Advancement serves as a member of the Administrative Team and works closely with the Board of Trustees and Finance/Endowment Committee, Capital Campaign Team, Academy Parents Board and the Alumnae Board. The Director of Advancement is comfortable in a team oriented, collaborative decision-making environment.

Major Duties and Responsibilities:

- Direct, coordinate and monitor activities of the Advancement Team to achieve agreed upon goals.
- Effective, cooperative member of the Administration Team working in a collaborative environment within the Loretto School Values.
- Responsible for meeting fundraising goals and managing budgets effectively.
- Lead and develop fundraising efforts including Capital Campaign, Annual Fund, Endowment and Events (Golf and Gala) resulting in successful goal achievement. Build and develop new fundraising initiatives for major gifts and planned giving.
- Direct new donor prospect identification, cultivation and solicitation efforts.
- Provide leadership to Advancement Team members including:
 - Advancement Assistant
 - Manager of Admissions and Advancement Database
 - Advancement Events Coordinator
 - Annual Fund/ Alumnae Coordinator
- Provide leadership and work with team members to ensure:
 - Planning, development and implementation of quality events and activities
 - Accurate and up-to-date database records and files
 - Accurate financial reports related to fundraising efforts and events
 - Timely donation processing, tracking and donor recognition
 - Quality, effective communications to donors and prospective donors including mass mailings, acknowledgments and electronic/social media
- Carry out staff leadership responsibilities in accordance with SMA values and policies and applicable laws. Responsibilities include interviewing, new hire recommendations, and training employees; planning, assigning, and directing work, appraising performance, rewarding and disciplining employees; addressing complaints.

Qualifications/Requirements:

Education and qualifications should include the following:

1. Bachelor's degree in business, finance or related area
2. An understanding of and appreciation for the challenge of fundraising and volunteer management
3. Commitment to employing a positive, growth mindset to fundraising
4. Demonstrates history of personal fund-raising success
5. Successful Capital Campaign experience
6. Demonstrated ability in successfully planning, organizing and directing the work of fundraising/development staff to accomplish objectives
7. Ability to communicate effectively, both verbally and written, with others from diverse backgrounds
8. Ability to develop, implement and maintain efficient and effective processes
9. Willingness to build and maintain collaborative relationships with colleagues and parents
10. Ability to effectively lead and motivate staff within the Loretto School Values
11. Ability to interact effectively as a team member and independently with school, faculty and staff
12. Proven experience and knowledge of Raiser's Edge database
13. A sense of resonance with the St. Mary's Academy mission

Education and/or Experience:

Bachelors/Master's degree (MA/MS) or equivalent from accredited university in business, management or related field; and a minimum of five years related experience and/or training in fundraising or donor development or equivalent combination of education and experience.

Salary/Benefits:

Salary is commensurate with experience. This is an exempt, salaried position with benefits.

How to Apply:

Interested candidates should send a cover letter, resume, and statement of fundraising philosophy to Bill Barrett, Academy President at bbarrett@smanet.org.