Director of Advancement

Notre Dame Preparatory School, an independent, Catholic school for girls in grades 6-12 in Towson with nearly 8,000 living alumnae, is seeking a Director of Advancement to lead its fundraising and alumnae relations activities. The right candidate will enjoy working in a mission-driven, religious educational setting. The school seeks applicants who reflect and support a commitment to educating young women in the tradition of the School Sisters of Notre Dame to be loving, just, and wise. Employment is full-time beginning upon hire.

Reporting to the Headmistress, the Director of Advancement is responsible for organizing and implementing the school’s development program, including the Fund for Notre Dame Prep, major and planned giving, alumnae relations, advancement events, and capital campaigns that are designed to raise support and funds for operating costs, building repairs and improvements, financial aid, school endowments, and other special purposes. The Director of Advancement supervises the members of the Advancement Office.

Duties of the position include:

- Supervise all staff in the Advancement Department
- Serve as chief fundraiser for NDP
- Develop and manage all fundraising campaigns, including annual giving, restricted and planned giving, and capital campaigns
- Provide vision and oversight for –
  - All annual appeals
  - Major gifts work Director
  - Advancement events
  - Foundation relations/grants
  - Capital campaigns
  - Alumnae and parent engagement
  - Stewardship of constituents and donors
  - The maintenance of a comprehensive donor/constituent database
- Serve as liaison to the Board Advancement Committee
- Serve as liaison to and staff for the Board Resources (Trusteeship) Committee
- Attend Board of Trustees meetings
- Serve as member of the Headmistress’ Council
- Develop marketing programs and publications that support development, in conjunction with the Director of Communications
- Lead planning for the department and assure that the plan is achieved
- Create and oversee the Advancement budget
- Help coordinate all other outside fundraising activities originating in other school organizations (e.g., Alumnae Association, Parents’ Association, Booster Club, and Friends of the Arts); and
• Perform other administrative duties pertaining to her/his position as may be assigned by the Headmistress.

Qualifications:

• 8-10 years of successful experience in comprehensive advancement/development programs; school experience preferred;
• Proven record of accomplishment in fundraising;
• Clear understanding of and belief in the school mission;
• Knowledge of best practices in advancement field;
• Strong management skills and ability to build, manage, mentor, and motivate a team;
• Ability to work within a team and collaborate with colleagues;
• Excellent communication, presentation, and writing skills; and
• Technology skills as they relate to the position; experience with Raisers’ Edge a plus
• Bachelor’s degree required; CFRE and master’s or other advanced degree a plus.

Notre Dame Preparatory School provides a competitive salary and benefits package. Salary is commensurate with experience.

Please forward cover letter, resume, and references to Caroline Whitman, interim advancement director, at whitmanc@notredameprep.com.

Notre Dame Preparatory School is dedicated to the ideals of transformative education. Inspired by the School Sisters of Notre Dame, the school’s founding order, NDP’s dedicated, creative, and extraordinary faculty present an outstanding educational experience, simultaneously rooted in the liberal arts and relevant to today’s society. Through hands-on projects, experiential learning, and foundational coursework, NDP students think critically, solve problems creatively, and communicate clearly. Outside of the classroom, co-curricular and extra-curricular experiences develop their confidence and leadership. The school’s spiritual and justice missions, rooted in the Gospel and inspired by the SSND charism of unity, anchors students as they seek to become loving, just, and wise young women ready to change the world for the better.