The Opportunity

Notre Dame Academy (NDA) is an independent Catholic school for inspired young women in grades 7-12 sponsored by the Sisters of Notre Dame de Namur (SNDdeN). Notre Dame Academy seeks a self-motivated and ambitious fundraiser to lead the school's growing development operation. Reporting to the President, the director will oversee all facets of the fundraising program through the cultivation, solicitation, and stewardship of current parents, alumni, past parents, grandparents, and other strategic constituencies, and will carry a portfolio of leadership prospects. The school benefits from a well-resourced, philanthropically inclined prospect pool eager to invest in the school. To learn more about the school, visit: www.ndahingham.com

The Candidate

Reporting to the President, the successful candidate will take an entrepreneurial approach to the work, implement best practices in annual giving, and embrace the traditions and culture that make NDA a special place in the hearts and minds of its supporters. This position requires superb organization and interpersonal skills as well as computer-based prospect management skills. An ideal candidate will deeply enjoy data analysis and look for creative ways to integrate data with purposeful and strategic marketing. The director will possess superior communications skills, a high degree of emotional intelligence, and a strategic mindset. The director will demonstrate personal accountability, embody the values of the school, and operate with integrity, humility, and professionalism.

Responsibilities

- Plan and implement the school's annual fundraising strategy that supports the annual operating budget and the school's nascent strategic plan.
- Manage a distinct portfolio of leadership annual giving prospects and partner with the Director of Alumnae and Parent Relations and Special Events to identify and solicit additional annual leadership gift prospects.
- Recruit, train, and develop leadership volunteers to assist with the annual fund program.
- Collaborate with the Director of Marketing and Communications to develop and manage a robust and comprehensive annual fund solicitation communication schedule and ensure it aligns with all school communications; create annual fund marketing and solicitation materials for both mail and electronic distribution.
• Work with the Director of Operations and Stewardship and other teammates to ensure accurate and complete development database records.
• Implement activity metrics and wealth screening to enable data-driven decision making.
• Produce detailed management reports on the annual fund to the President, finance office, and the Advancement Committee of the Board of Directors.
• Assist with the production of the School’s Annual Report.

Qualifications

• Demonstrated ability to strategize, implement, and build constituency programs and activities, along with a talent for motivating volunteers.
• Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment.
• High professional and ethical standards for handling confidential information.
• Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
• Excellent written, oral, and interpersonal skills; demonstrated personal solicitation experience.
• Strong computer skills and knowledge of database research and maintenance.
• Ability to work with students, as well as volunteers of all ages.
• Must be able to travel and work evenings and weekends as needed.

Notre Dame Academy is an equal opportunity employer. Guided by the mission of the Sisters of Notre Dame de Namur, we celebrate the inherent dignity and value in each person as central to the work of creating justice and peace for all through education. We adhere to all mandates prohibiting discrimination on the basis of race, color, religion, national origin, disability or handicap, sex, age, marital status, sexual orientation, or military veteran’s status. Notre Dame Academy invites candidates to join in this process who bring a substantive and varied combination of educational pursuits and lived experiences that demonstrate the capacity to make a meaningful contribution as the lead fundraiser and a relationship builder in partnership with the President on behalf of the community.

Interested candidates, please contact Narwhal Talent Partners:
- by voice or text
  Peter G. Hamilton  |  (617) 620-9268
  Christian G. Henry |  (857) 285-3364
- by email
  search@narwhaltalent.com

All inquiries are treated as confidential.