

Position: Associate Director of Annual Giving

The Ursuline School is a private, independent, Catholic, college preparatory girls' school, grades 6 through 12. The school was established in 1897 in the spirit of St. Angela Merici, foundress of the Ursuline Order. The Ursuline School is part of a network of educators at secondary schools and colleges of the Ursuline Sisters across the United States and 36 countries. The school is known for its rigorous academic program, its robust service opportunities, and its dedication to the education of the whole person.

Ursuline is located in New Rochelle, New York, 20 miles north of Manhattan in a diverse, suburban community.

The school is accredited by the National Association of Independent Schools and the NY State Board of Regents. Ursuline is a member of the National Coalition of Girls Schools and NY State Association of Independent Schools.

Start Date: By February 1, 2022.

Position: Full-time, 12 months, includes some evenings and weekends.

Reports to: Director of Philanthropy

Summary:

The Ursuline School is seeking an Associate Director of Annual Giving. The Associate Director is responsible for increasing annual giving revenue, expanding the base of support, retaining and upgrading donors through good stewardship, and expanding the major gift pipeline.

Reporting to the Director of Philanthropy, the Associate Director of Annual Giving will be an integral member of the Advancement team, working in partnership with the Director of Communications, Digital Communications Manager, Director of Special Events, and the Scholarship Development and Stewardship Coordinator.

This is a very exciting time in Ursuline's history, as we are celebrating 125 years of educating, inspiring and empowering young women to become wise, active, globally-minded leaders by cultivating lifelong learning, spiritual growth, integrity, respect for all and dedication to *Serviam* - "I will serve." Additionally, Ursuline is completing an \$8.5 million capital campaign, Building on the Tradition of Innovation. The exciting new learning and social spaces are being utilized to their fullest, creating even greater opportunities for our students.

The Ursuline School is committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups.

Primary Responsibilities:

- Lead strategy development and management of Annual Fund appeals.
- Draft copy for appeals - solicitations, printed materials, emails and social media posts.
- Increase participation and engage peer-to-peer fundraising by working with Annual Fund parent volunteers and developing an Alumnae Class Representative Program.
- Manage the Senior Class Gift effort.
- Responsible for stewardship of Annual Fund donors including personal notes, emails and calls to thank donors, and the drafting of the annual formal letter of acknowledgement.
- Conduct new parent and grandparent research.
- Work closely with the Scholarship Development and Stewardship Coordinator to grow the Privately Funded Scholarship portfolio and the general Scholarship Endowment fund.

Additional Responsibilities

- Fully participate in the life of the School by attending events and programs - including those held on evenings and weekends - to cultivate relationships with students, alumnae and families.
- The Advancement Team handles its major events with an “all hands on deck” approach. This role includes assisting with all major events organized by the Advancement Team - such as Reunions, Campaign dinners, and new facility dedications.

Qualifications:

- Bachelor’s degree and a minimum of four years of demonstrated success in Independent School fundraising.
- Exceptional interpersonal, communications (both written and verbal), and organizational skills.
- Proficiency with MS Office, including Word, Excel and PowerPoint.
- Familiarity with the Google suite of products (Google Docs, Google Photos, Google Forms) is helpful.
- Proven ability to take initiative, ownership and leadership of projects and timelines with keen attention to detail.
- Skilled relationship builder with a track record of high-level solicitations.
- Experience with all-girls, Catholic education strongly preferred.
- Enjoy working in a non-profit environment that is mission-driven, results-oriented, and collaborative.

Compensation:

- Salary commensurate with experience and excellent benefits.

The Ursuline School is an equal employment opportunity employer committed to hiring faculty, administration and staff of diverse backgrounds. Our community promotes a respect for individuals regardless of race, color, religion, national origin, sex, age, disability, or any other state or federally protected classification.

To apply: Please submit a cover letter, resume, writing sample, and the names/contact information of two references to Cathy McCarthy, Director of Philanthropy, at cathfmcc@ursulinenewrochelle.org with “Associate Director of Annual Giving” in the subject line.