



Director of Advancement and Alumnae Engagement

SEARCH PROSPECTUS



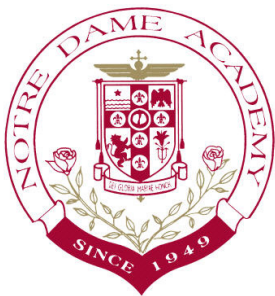
NOTRE DAME ACADEMY

LOS ANGELES, CALIFORNIA

www.ndasla.org

START DATE – IMMEDIATE OPPORTUNITY, OR NO LATER THAN JULY 2023

Partners in Mission School Leadership Search Solutions, LLC



Mission Statement

Notre Dame Academy is a Catholic, college-preparatory high school dedicated to educating young women to make a difference.



HISTORY

With a proud tradition of providing Catholic education since 1949, the Notre Dame Academy Schools of Los Angeles story reflects many throughout the country. Tracing modest beginnings in response to the vision of Reverend Mother Mary Cecilia and call to Sister Mary Bernard to “go out to California and build a house of love,” Notre Dame Academy Schools of Los Angeles first opened with the elementary school in 1949 and the high school the following year. In the fall of 2005, the school adopted the President/Principal model and established a Board of Trustees and a Board of Members, the latter comprised of Sisters of Notre Dame. Since 2008, the elementary school and the high school have maintained their separate identities but share one President and a single Board of Trustees. In 2012, a corporate restructure was completed, merging the corporations of the two schools into one corporation, Notre Dame Academy Schools of Los Angeles, and establishing a separate foundation. The Sisters of Notre Dame retain reserved powers as the member of the corporation but delegate the majority of the governance to the 20-member Board of Directors.

TODAY

The high school provides a distinctive and sought-after college prep opportunity for nearly 260 young women in grades 9-12. Young women from a wide geographic region call Notre Dame Academy home, arriving from approximately 75 zip codes in the greater Los Angeles area. The school’s student body is enhanced and enriched by its ethnic, cultural and socio-economic diversity: 8% African American, 12% Asian, 30% Hispanic, 36% white, and 14% multiethnic. While 75% of students identify themselves as Catholic, the school is welcoming to all faiths.

FAST FACTS



64%

Students of Color



75

Zip Codes Where Students Live



6,000+

Alumnae Around the Globe,
with Many Local to the Greater
Los Angeles Region

Notre Dame Academy is fully accredited by both the Western Association of Schools and Colleges and the Western Catholic Education Association and holds membership in the National Catholic Education Association. In 1992 and again in 1996, the United States Department of Education named Notre Dame Academy a Nationally Recognized School of Excellence, a blue-ribbon school.

ACADEMIC PHILOSOPHY

Notre Dame Academy nurtures the whole young woman by recognizing the dignity, uniqueness, and potential of each student. As a Catholic school, Notre Dame Academy encourages students to integrate learning and living in light of the Gospel message. In the spirit of St. Julie Billiart, and in the educational tradition and charism of the Sisters of Notre Dame, the Academy reflects God's goodness and provident care in its warm and welcoming atmosphere.

In light of Church teaching, parents and guardians are the primary educators of their children and therefore, Notre Dame Academy partners with them to promote the growth of each student.

Committed to forming women of faith, the school cultivates an environment that empowers each student to live Catholic values and to put her faith into action. Providing myriad opportunities for prayer, reflection, and service, Notre Dame Academy encourages lifelong participation in the Church, as well as in the local and global community. The rigorous college-preparatory curriculum promotes excellence and is enhanced by technology and extra-curricular activities.

Notre Dame Academy strives to develop the academic and leadership potential of each student and to provide the tools to develop self-confidence, set meaningful goals, and take the initiative to achieve them. Advisories – small group, student-centered spaces facilitated by a faculty moderator – provide not only an opportunity to build a relationship with a trusted adult on campus, but also a brave space to tackle the academic, social, and moral questions teenaged girls face. Notre Dame Academy cherishes each student as a reflection of God's goodness and prepares her to lead a life characterized by spiritual and moral growth, academic excellence, social responsibility, and a love of learning.

SPIRITUAL LIFE, CAMPUS MINISTRY, AND SERVICE

The Campus Ministry program at Notre Dame Academy is a vibrant, student-led organization that animates and promotes all aspects of faith life on campus. Under the guidance of the Director of Campus Ministry, and with the support of the Religion Department, Campus Ministry students organize, plan, and provide opportunities for faith formation and spiritual development including liturgies and retreats, HOPE (Helping Other People

Everywhere), and Outreach and Hospitality. Campus Ministry leadership coordinates all the liturgies and prayer services including morning prayer, and plans day-long retreats for the freshman, sophomore, and junior classes. The comprehensive retreat program culminates with the four-day Kairos retreat for seniors.

CO-CURRICULARS AND ATHLETICS

In addition to robust academic options, NDA offers a broad menu of co-curricular opportunities to explore existing interests and spark new passions. These include a comprehensive emphasis program featuring academic, experiential learning, and symposia components, the Duddy Innovation Center for Excellence focused on Disruptive Innovation, award-winning Rocketry and Robotics teams, and drama and dance.

Athletics and extracurricular activities further the options available for self-discovery and personal growth. Participation provides important lessons for life in teamwork, self-discipline, courage, and resilience. The high school offers 10 sport teams: basketball, beach volleyball, cross country, golf, soccer, softball, swim, tennis, track and field, and volleyball.

THE POSITION

The Director of Advancement and Alumnae Engagement is responsible for leading the advancement team and for the development and strategic implementation of all aspects of fundraising including, but not limited to, capital campaigns, annual fund, alumni and community affairs, endowment, and communications. Reporting to the President, the Director is a key member of the President's leadership team and advances the mission, values, and strategic goals of the school through the collaborative efforts of the department. The Director will supervise high school advancement staff by establishing a team-based approach while incorporating best-practices throughout its advancement operations.



FAST FACTS

AP

17

AP Courses

ACT[®]

26

Class of 2022 Mean ACT Score



100%

Class of 2022 Matriculation
Rate: 95% to four-year colleges
and 5% to two-year colleges



The Director of Advancement and Alumnae Engagement is responsible for strengthening and diversifying Notre Dame Academy funding and will be supported by the dedicated and gifted Advancement Committee of the school's board, department staff, and passionate and engaged volunteers. With the support of the President and the Board, the Director will implement a multi-level Advancement plan that will include alumnae, corporate and business, foundation, endowment, special event and direct engagement efforts.

Additionally, Partners in Mission has been retained by the school leaders to assess areas of its advancement operations and provide ongoing advancement counsel to the Notre Dame Academy community. Working with the President, the Director of Advancement and Alumnae Engagement will lead the team responsible for raising accessibility and sustainability awareness challenges to its respected and valued Catholic education and the vital role Notre Dame Academy plays in serving the ambitious students and families throughout the greater Los Angeles region.

CHALLENGES AND OPPORTUNITIES

Notre Dame Academy has made a significant investment of time and talent to establish a modern advancement infrastructure upon which to build. Given the personal passion, experience, and leadership of its strong administrative team and Board, a new director will be perfectly positioned to achieve ambitious goals for this distinguished school community. Through strategic planning, robust community engagement, and data-driven, community-wide fundraising, the advancement team will build momentum and confirm Notre Dame Academy as a leader among America's finest Catholic girls high school communities.

The candidate selected for this executive leadership position will be expected to bring the energy, charisma and both the executive administration and best-in-class advancement skills necessary for this school community to build on its extensive traditions and storied legacy, while delivering excellence in a Christ-centered and faith-filled Catholic education. This is an immediate opportunity. Candidates are expected to be available to assume the responsibilities of the position as soon as practical, and no later than July 2023.

DESIRED QUALITIES AND CHARACTERISTICS

- Practicing Catholic in communion with the Church who is a faith-filled and Christ-centered servant leader who embraces, models, and champions the traditions and values of the Notre Dame Academy Schools community.
- Advanced degree in a business field preferred, with a minimum of five years of executive level experience in Advancement/Development with staff management, annual fund, major gifts, planned giving, capital campaign, event planning, and marketing and public relations experience.
- Executive presence to inspire confidence, passion, and persistence among all stakeholders in an ambitious, fast-paced, and results-oriented period of organizational change.
- Exceptional communication, interpersonal, and public speaking skills while serving as a highly visible member of the executive leadership team in building constructive relationships with all stakeholders that inspire crucial support across all school advancement initiatives.





MOTTO

***Educating
Young
Women
to Make a
Difference***

- Demonstrated experience with goal setting at the school, department, and individual level; establishing measuring, monitoring, and reporting systems for the department and individuals; budget and fiscal management.
- Ability to design, implement, and manage effective cultivation, solicitation, and stewardship strategies at the individual, family, corporate, and foundation levels.
- Highest degree of integrity, authenticity, and transparency.
- Positive, energetic, accessible and approachable style, with a willingness to relate to all stakeholders.
- Strong leadership and team building skills with expert knowledge of best practices in the day-to-day management of robust advancement processes and functions.
- Experience in being a part of strategic planning for an organization and implementing capital campaigns in conjunction with established strategic plans.
- Skilled at identifying, attracting, developing, and retaining high-quality mission-driven advancement professionals and volunteers with a commitment and passion for achieving organizational goals.
- Competent computer skills with proven knowledge of Microsoft Office Suite, Donor Perfect and related school and departmental software platforms.
- Fair, fun, and compassionate executive who embraces collaboration while leading with missionary zeal.



NOTRE DAME ACADEMY GRADUATES OF THE PAST FOUR YEARS HAVE BEEN OFFERED ADMISSION TO THE FOLLOWING COLLEGES AND UNIVERSITIES.

American University*	Hofstra University	The New School-Parsons School of Design
Arizona State University	Howard University*	The Ohio State University
Bates College	Indiana University, Bloomington*	The University of Alabama*
Barnard College*	Johns Hopkins University*	Thomas Aquinas College
Baylor University	Kalamazoo College	Trinity University*
Boston College*	Lehigh University	Tulane University*
Boston University*	Lewis & Clark College	The University of Arizona*
Brigham Young University*	Loyola Marymount University*	University of British Columbia
Brown University	Loyola University Chicago	University of California, Berkeley*
Bryant University	Loyola University New Orleans	University of California, Davis*
California Baptist University	Marquette University	University of California, Irvine*
California Lutheran University	Massachusetts Institute of Technology	University of California, Los Angeles*
California Polytechnic State University, San Luis Obispo*	McGill University	University of California, Merced
California State Polytechnic University, Pomona	Michigan State University*	University of California, Riverside*
California State University, Channel Islands	Mount Saint Mary's University	University of California, San Diego*
California State University, Chico*	New York University	University of California, Santa Barbara
California State University, Fullerton*	Northeastern University*	University of California, Santa Cruz*
California State University, Long Beach*	Northern Arizona University	University of Colorado at Boulder
California State University, Los Angeles	Northwestern University*	University of Chicago*
California State University, Northridge	Occidental College	University of Connecticut*
California State University, San Marcos*	Oregon State University	University of Hawaii Manoa*
Carleton College	Otis College of Art and Design*	University of Maryland
Carnegie Mellon University	Pennsylvania State University*	University of Miami
Case Western Reserve University	Pepperdine University*	University of Michigan, Ann Arbor*
Chapman University*	Princeton University*	University of Minnesota, Twin Cities
Clark Atlanta University	Providence College	University of Notre Dame*
Claremont McKenna College	Purdue University	University of Oregon*
College of the Holy Cross	Rose-Hulman Institute of Technology	University of Pennsylvania
Colorado State University	Sacred Heart University	University of Portland
Columbia University	Saint Joseph's University	University of Puget Sound
Concordia University-Irvine	Saint Mary's College of California*	University of San Diego*
Cornell University*	Saint Louis University	University of San Francisco
Creighton University	Salve Regina University	University of Southern California*
Dartmouth College	San Diego State University	University of Texas, Austin
DePaul University	San Francisco State University	University of the Pacific
Duke University	San Jose State University*	University of Tulsa
Emerson College	Santa Clara University	University of Washington, Seattle*
Fairfield University	Santa Monica College*	University of Wisconsin, Madison
Fordham University	Sarah Lawrence College*	Villanova University
Georgetown University	School of Visual Arts*	Washington State University
George Washington University	Scripps College	Washington University in St. Louis*
Gonzaga University*	Seattle University	Wellesley College
Hamilton College*	Seton Hall University*	Westmont College
Hampton University*	Southern Methodist University	Whittier College
Harvard University	Spelman College	Xavier University
	St. John's University	Yale University
	Stanford University	
	Syracuse University*	
	Texas Christian University*	
	The Catholic University of America	
	The George Washington University	

* College/university admission offers accepted by the Class of 2022



APPLICATION PROCEDURE

To apply, please submit the following materials, confidentially and as separate PDF attachments in one email to Michael Furey. Please include Notre Dame Academy in the subject field.

- Cover letter that aligns your experiences and skill sets with the current needs of the school as you understand them.
- Current resume with all appropriate dates included.
- List of five references including names, relationship, phone numbers and email addresses. No references will be contacted without your knowledge and approval.



Assemble all of the application materials in one email to:

Michael Furey, Partner
mikefurey@partnersinmission.com
Partners in Mission School Leadership Search Solutions, LLC
8 Nicklaus Way | Mashpee, MA 02649
570-730-2655 (Cell) | 877-738-4810 (Office)
www.partnersinmissionslss.com



Partners in Mission School Leadership Search Solutions is the retained search division of Partners in Mission, the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school advancement and leadership. As partners among ourselves and with our clients' missions, we value, understand, and embrace the importance of Catholic education in our personal and professional lives — and remain committed to ensuring its strength and vitality for years to come. Engaged by religious and school communities, boards and dioceses, our team of dedicated search consultants have identified and secured mission-driven professionals to serve in a myriad of diverse Catholic school and diocesan leadership positions from Massachusetts to Hawaii.

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