Vacancy Posting: Director of Advancement

Founded in 1897, The Ursuline School is a private, independent, Catholic, college preparatory school for girls in grades 6-12. Located in New Rochelle, NY, 20 miles north of Manhattan, it thrives on a 13-acre modern campus equipped with state-of-the-art facilities. The school is part of a network of educators at secondary Ursuline schools and colleges across the globe. It is accredited by the National Association of Independent Schools and the NY State Board of Regents and is an active member of the NY State Association of Independent Schools and the International Coalition of Girls Schools. The school has a fine tradition of scholarship, best known for rigorous academics, robust service opportunities, and dedication to the education of the whole person.

Start Date: September 1, 2023 or as soon as possible
Position: Full-time, 12-month
Salary Range: $130,000 - $165,000 commensurate with background and experience
Reports to: Director of Philanthropy

This position is a prime opportunity for a person interested in expanding their fundraising responsibilities, fortifying their management skills, and taking their career to the next level. A leading member of the Advancement Team, the Director of Advancement reports to the Director of Philanthropy and would be responsible for supervising the Advancement Associate and Director of E-Commerce and Alumnae Giving. The job includes building relationships with current major donors and prospective donors, development of stewardship materials, and major gift solicitations. Regular updating of donor files is a critical function of this role. The Director of Advancement will play a key role in strategizing and developing themes for the Annual Fund and designing creative ways to engage new donors. The Ursuline School is committed to the professional growth of all employees, encouraging participation in conferences and workshops.

Responsibilities:
- Develop fundraising strategies, and track and analyze results of development activities
- Create a Moves Management plan with a portfolio of assigned prospective and current donors to cultivate, solicit, and steward their support
- Partner with the Director of Advancement and the President to cultivate, solicit, and steward annual and major gifts
- Establish ongoing relationships with individuals through personal visits, phone calls, and meaningful contacts, uncovering information about their philanthropic priorities and capacity
- Ensure that data related to prospects and donors is recorded in Raiser’s Edge
- Prepare fundraising reports for the President and the Board
- Other duties as may be assigned

Experience/Qualifications:
- Bachelor’s degree required
- Eight to ten years of development experience including major gifts, annual campaign, donor solicitation, and preferably capital campaigns; Ideally demonstrates success in individual and foundation fundraising
- Experience organizing sophisticated donor cultivation and recognition events
- Demonstrated effective leadership and management experience
Must have strong communication and interpersonal skills, budget development and management skills, strong public speaking and people skills

- Demonstrated ability to work independently, as well as part of a collaborative team
- Willingness to participate in evening and weekend fundraising activities, as well as actively participate in the life of the school

Interested Candidates should submit a cover letter and resume to:
employment@ursulinenewrochelle.org

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.