



Who We Are

St. Mary's Academy is Denver's premier independent, Catholic coeducational Preschool to Grade 8, and all-girls High School that was established in 1864 by the Sisters of Loretto. We are a forward-thinking educational leader focused on values-based, purpose-driven education with rigorous academics, integrated service learning, outstanding faculty, and a commitment to individualized attention and developing the whole student.

St. Mary's Academy is an inclusive community that welcomes students of every culture, religious tradition, and economic background. We emphasize understanding and appreciation of different perspectives. We focus on respect and how we treat each other – to love inclusively and unconditionally with compassion. This allows for a deeper understanding of others and of one's own convictions in an increasingly complex, multicultural, and multi-religious world. Our Loretto School Values of faith, community, justice, and respect guide us in our work.

St. Mary's Academy is a special place that seeks a Director of Development who will help to achieve our mission. We have strong donor relationships and a long history of robust fundraising efforts. A strong endowment, robust participation in the SMA Fund, capital and campus-improvement campaigns, and fundraising events have all been recent hallmarks of successful advancement initiatives.

SMA Quick Facts

ENROLLMENT 699

ENDOWMENT \$16,803,402
(as of June 2023)

**SMA FUND PARENT/GUARDIAN
PARTICIPATION 67%**

**2023-2024 PROJECTED ANNUAL
GIVING \$2.1 million**

**ANNUAL TUITION ASSISTANCE
AND SCHOLARSHIPS PROVIDED
\$2.6 million**

**MAJOR FUNDRAISING EVENTS
EACH YEAR 2**

The Opportunity at St. Mary's Academy

St. Mary's Academy seeks a dynamic and strategic Director of Development to lead our fundraising initiatives and cultivate deeper connections with our invaluable donor community. We seek a visionary individual with a demonstrated track record in securing major gifts and orchestrating comprehensive donor relations strategies. It isn't just a role; it's a mission-critical position with the power to propel St. Mary's Academy to new heights of impact and achievement.

In this position, the Director of Development will wield their strategic acumen to meticulously shape and execute our giving programs, ensuring they are seamlessly aligned with SMA's mission and long-term strategy. Their expertise in major gift solicitations, proficiency in orchestrating impactful annual and capital campaigns, astute management of planned giving initiatives, and adeptness in securing foundational grants will be pivotal in advancing the vision.

The selected candidate will provide thoughtful leadership to a high-performing team within the Advancement Department. Through innovative ideas and a forward-thinking approach, they will elevate initiatives and events to new heights, creating experiences that leave a lasting impression on our donors and stakeholders.

The Director of Development will work closely with the President and the Board of Trustees, working in concert to cultivate and solicit major gifts.

Our community's steadfast dedication, both in terms of financial contributions and valuable resources, is evident through our donations. Notably, our annual fundraising Gala has played a pivotal role. This effort results in transformative enhancements across our campus, such as the installation of sustainable and cutting-edge turf fields, infrastructure and safety upgrades, and significant technological advancements.

As St. Mary's Academy stands at the precipice of a transformative era under the leadership of our new President, Iswari Natarajan, the Director of Development position takes on heightened strategic significance. The individual stepping into this position will be a key figure in continuing our success, ensuring the sustained growth and enduring impact of the Academy on our students and community. This is an opportunity to lead with strategic foresight and bring innovative ideas to the forefront of our fundraising endeavors.

Ideal Candidate Attributes and Experiences

- Demonstrates a steadfast commitment to embodying our Loretto School Values of faith, community, justice, and respect that apply to all employees of the organization.
- Exhibits genuine passion for St. Mary's Academy and our mission, and a deep appreciation for the values inherent in a faith-based school environment.
- Able to nurture a robust donor stewardship program, ensuring long-lasting relationships with our valued supporters.
- Brings a wealth of experience and a profound understanding of major gift solicitations, annual and capital campaigns, planned giving, and foundational grants.
- Boasts a proven track record of successfully cultivating, soliciting, and closing major gifts from individuals, foundations, and other giving sources.
- Demonstrates confidence and proficiency in personally inviting prospective donors to make significant financial contributions in face-to-face meetings.
- Shows adaptability in developing strategies, executing operational plans, achieving goals, and swiftly adapting to evolving priorities and circumstances.
- Embodies a visionary and charismatic spirit, equipped with the knowledge, creativity, determination, passion, and decisiveness needed to garner support and drive initiatives in a multifaceted environment.
- A strong team builder who leads by example and seeks to move projects and the school forward through creativity and cooperation.
- Exceptional oral and written communication skills that wield positive influence over stakeholders in various settings.
- Maintains a robust understanding of the nonprofit and independent education landscape, including the interplay among the advancement, marketing and communications, admissions, academic, and finance functions in an independent school.





Responsibilities Overview

The Director of Development is responsible for SMA's fundraising and volunteer engagement. This position involves close collaboration with the Head of School, COO, CFO, Board of Trustees, parents, and various constituent groups to meet the Academy's operating, capital, and endowment needs. Key areas of focus include conducting research for major gifts, and their cultivation, solicitation, and stewardship. The position oversees the SMA Fund and two major annual fundraising events: the fall golf tournament and the Gala. The Advancement Department also develops and executes community-building events such as Fall Festival, Bingo Night, and Grandparents' Day. SMA enjoys a strong relationship with our parent-volunteer group, Academy Parents, and faculty and staff support.

Reporting Structure and Relationships

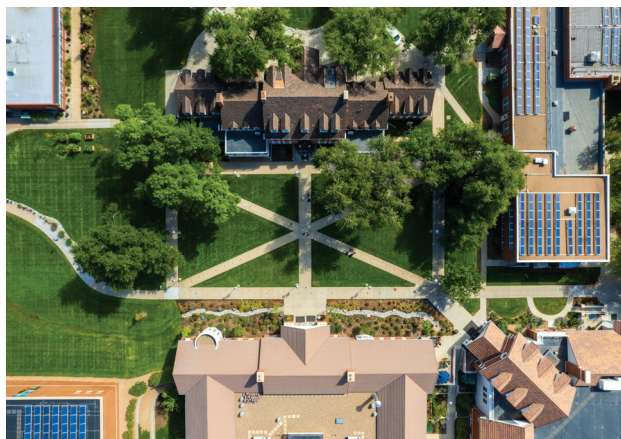
Reporting directly to the COO, the Director of Development is an integral member of the senior Administrative Team. Building close working relationships with the COO, CFO, Board of Trustees, Director of Marketing and Communications, Director of Admissions, and the Chair of the Advancement Committee is central to this position.

Main Responsibilities:

- Identify, cultivate, steward, and acknowledge all donors directly while supporting the President and Board of Trustees.
- Oversee all fundraising efforts for operating, capital, and endowment needs, encompassing major gifts, the SMA Fund, Hopper Family Wildcat Golf Tournament, annual Gala, endowment, and planned giving.
- Develop, implement, and report on annual goals, objectives, and a comprehensive action plan for all fundraising initiatives.
- Manage, guide, and evaluate the Advancement Department staff.
- Formulate and execute strategies to nurture community and belonging, fostering goodwill and positive connections among all SMA stakeholders through personal relationships, internal and external communications, publications, and events.
- Maintain regular communication with the Head of School, Administrative Team, Advancement Committee Chair, and the SMA Board of Trustees regarding ongoing and planned advancement projects and events.
- Act as the liaison for the SMA Board of Trustees, Advancement Committee, and the Committee on Trustees, participating in Board orientation, training, and Finance Committee meetings
- Collaborate closely with Academy Parents' leadership and the chairs of special events.
- Engage, connect, and cultivate alumnae and oversee records management and events.
- Undertake other duties and responsibilities as assigned by the President & Head of School.

Key Qualifications:

- Demonstrated success in securing major gifts and meeting fundraising targets.
- Possess outstanding communication and interpersonal skills, enabling authentic connections with diverse stakeholders.
- Show a track record of success in securing major gifts and meeting fundraising targets.
- Exhibit a deep appreciation for education and a steadfast commitment to the mission of St. Mary's Academy.
- Aptitude to leverage a range of technologies necessary to support prospect research, stewardship, daily operations and stay connected with donors, including Blackbaud's The Raiser's Edge (NXT).



Search Information

A search is underway to identify a new Director of Development for St. Mary's Academy in Englewood, Colorado. The selected candidate will assume the position on or around Dec. 1, 2023.

Please direct all inquiries, applications, and nominations in confidence to:

Lyndal Brookhart, Director of Human Resources
lbrookhart@smanet.org

Please submit the following

- A letter addressed to the Academy explaining the candidate's interest in St. Mary's Academy.
- A resume.

Search Timeline

Application for submission deadline: Oct. 20

Semifinalist interviews and finalists interviews completion: By Nov. 20.

Salary Range:

The salary range for this position is \$140,000-\$180,000. The starting salary is based up experience, education level, and expertise.

St. Mary's Academy is an affirmative action/equal opportunity employer and seeks a diverse and broad spectrum of qualified candidates