



Director of Mission Advancement and Major Gifts

SEARCH PROSPECTUS



SAINT BEDE ABBEY AND ACADEMY

PERU, ILLINOIS

Academy: www.st-bede.com

Abbey: www.stbedeabbey.org

START DATE – IMMEDIATE OPENING

Partners in Mission School Leadership Search Solutions, LLC



ABOUT

Founded in 1890, Saint Bede Academy is a proud institution with a long-standing reputation for academic and spiritual excellence and growth. The curriculum is built on a foundation of Catholic tradition in the Order of Saint Benedict, which emphasizes stability, prayer, service, community, and humility, among other hallmarks of Benedictines.

Saint Bede Abbey and Academy's 700-acre campus houses beautifully renovated buildings and dormitories, a gymnasium, athletic fields, a park, and ample areas for student leisure and outdoor activities. Enscorced amid fields and residential developments, Saint Bede is bucolic and secure, but also enjoys convenient access to interstate highways.

MISSION STATEMENT

Saint Bede Academy is a Catholic high school in the Benedictine tradition which endeavors to prepare students for college and for life by welcoming them into a community of learning permeated by Christian values.

THE OPPORTUNITY

Seeking a Director of Mission Advancement and Major Gifts, Saint Bede has a dynamic and successful Development and Enrollment Management Team, comprised of experienced individuals who serve in the following capacities:

- Special Events Director
- Development Engagement Specialist
- Alumni Engagement Specialist
- Director of Enrollment Management

FAST FACTS



270

Total Enrollment

219

Day Students

51

Boarding Students

The Director of Mission Advancement and Major Gifts will collaboratively chart the course for steadfastly advancing the Saint Bede mission, leading this talented team to even greater success by broadening the donor base and increasing the enrollment of domestic and international students in the day student and boarding programs.

The Director of Mission Advancement will also work directly with the monks in support of the Abbey and their monastic way of life. The monks follow a simple and austere way of life that is marked by communal prayer, work, and fraternal charity. In their many years of service, they have provided support for the Academy as chaplains, teachers, department heads, director of dramatics and stage manager, and prayer partners. To learn more about the community, please visit the [Abbey website](#).

Saint Bede's most recent successful endeavors:

- concluded the first three phases of a \$15MM Legacy Campaign, resulting in the renovation and expansion of 23 teaching and learning spaces.
- exceeded the \$177,000 Fund-A-Need goal for new ADA compliant restrooms in the gymnasium.
- held the first annual St. Benedict's Day campaign on March 21, 2024, exceeding the \$170,000 goal by raising \$184,000 from 393 donors.
- enrolled 78 students in the Class of 2028, including boarding students from China, South Korea and from 20 local grade schools across Illinois.
- renovated St. Scholastica Dormitory to offer separate floors for boys and girls: St. Anne's Hall and St. John's Hall with double dorm rooms and a student lounge on each floor.
- partnered with Carus Corporation to host the 22nd annual Carus Science Camp, a free camp offered to area students entering the sixth grade. Since its inception in 2001, more than 625 students have taken part in this educational opportunity.
- offered summer camps for volleyball, basketball, wrestling, softball, and football for 300 students from the Illinois Valley.
- celebrated the 50th Anniversary of the Dedication of the St. Bede Abbey Church.

Building upon Saint Bede's long-standing reputation for excellence, the Director of Mission Advancement and Major Gifts will inspire and empower the Saint Bede community to actively and generously participate in philanthropic activities and student enrollment.



THE POSITION

Director of Mission Advancement and Major Gifts

Under the direction of the Superintendent and the Abbot, the Director of Mission Advancement and Major Gifts collaborates with the entire leadership team and manages all development systems and strategy to grow revenue, reputation and reach. The comprehensive responsibilities include identifying and leading coordinated activities that will engage people, grow enrollment, and raise funds in support of the mission of Saint Bede Abbey and Academy. The director is expected to advance the overall mission and vision of Saint Bede Abbey and Saint Bede Academy through cultivating and stewarding relationships with various constituents, and strategic leadership that reflects excellent communication, vision, integrity, impeccable moral character, and commitment to the institutional values.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Manage a team that has four main focus areas: development, enrollment management, alumni relations, and marketing & communications. Foster collaboration, motivate and empower team members to achieve priorities and goals.
- Develop and implement an annual fundraising plan that includes: solicitation and stewardship of donors, all grants and funding applications, major donor engagement, individual fundraising, planned giving, and fundraising events.
- Personally solicit and close gifts from top donors and maintain relationships through mail, email, phone, and in-person contacts on behalf of Saint Bede.
- Coordinate the submission of grants and funding applications from Corporations, Foundations, and social organizations. Work with external grant resources to identify, prepare and submit grant applications. Responsible for tracking/reporting once received.



FAST FACTS



8

Countries represented by the current student body



24%

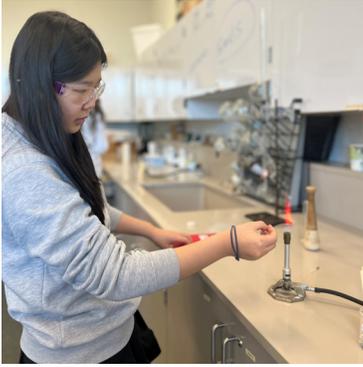
Students who receive need-based tuition assistance



- Establish intentional, formalized recruitment and admission plan that is consistent with the mission, vision, and goals of Saint Bede Academy.
- Oversee the recruitment process to increase enrollment of domestic and international students for the day and boarding programs.
- Be a driving force behind strategies and efforts focused on engaging the Saint Bede community and increasing the donor base and revenues, including new donors and increased giving from existing donors.
- Identify, engage and cultivate alumni, friends, current and future parents and students of Saint Bede.
- Manage and maintain the donor database, constituency lists, files and giving records.
- Actively participate in key school events and other events as deemed necessary.

QUALIFICATIONS

- Bachelor's Degree required, preferably in Business Management, Educational Leadership, or related field.
- Minimum of three to five years experience with proven results in non-profit development and fundraising.
- Knowledge of, and an appreciation for, private Catholic education.
- Excellent communication, organizational and leadership skills.
- Experience with business management, development and/or relationship building, sales and/or solicitation.
- Experience with donor software and grant writing a plus.



THE AREA

Peru, Illinois, is a charming city that boasts a rich blend of historical significance and modern conveniences. Nestled along the scenic Illinois River, it offers residents and visitors alike picturesque views and a strong sense of community. Peru offers unique locational advantages with rail, airport, navigable river, and interstate highway transportation in La Salle County. [You can learn more about Peru on the Illinois Valley Chamber of Commerce and Economic Development website.](#)



Known for its welcoming atmosphere, Peru is home to a variety of local businesses, including unique shops and dining options that reflect its vibrant culture. The city's historical landmarks and museums provide a glimpse into its past, while its well-maintained parks and recreational facilities offer ample opportunities for outdoor activities, most notably [Starved Rock State Park.](#)

With its strategic location providing easy access to larger metropolitan areas and its commitment to preserving its heritage, Peru stands out as a delightful and engaging place to live and explore. [It is a Heritage Corridor Destinations.](#)



APPLICATION PROCEDURE

To apply, please submit the following documents, confidentially and as separate PDF attachments, to Shana Rossi, srossi@partnersinmission.com.

1. Letter of Interest that aligns your experiences and skill sets with the school's current needs as you understand them.
2. Current resume with all appropriate dates included.
3. List of five references with names, relationships, phone numbers, and email addresses. References will not be contacted without your knowledge and approval.
4. Please include "Saint Bede" in the subject field.



Assemble all of the application materials in one email to:

Shana Rossi, Partner
Partners in Mission School Leadership Search Solutions, LLC
srossi@partnersinmission.com
302-250-2119 (Cell)



www.partnersinmissionslss.com

Partners in Mission School Leadership Search Solutions