



Director of Development & Capital Giving Job Description

The Mary Louis Academy

Mission and Background

The Mary Louis Academy in Jamaica Estates, NY is a Catholic college preparatory school for young women sponsored by the Sisters of St. Joseph of Brentwood, NY, and rooted in their charism of unity, reconciliation and inclusive love that embraces all of creation. In an atmosphere that fosters academic excellence and respect, we seek to empower young women to realize and value their own unique gifts – spiritual, intellectual, social – and to use their gifts as leaders in creating a just society. We are a community that celebrates cultural diversity and continues the Catholic tradition of service.

As a single gender school, we are aware of our unique opportunity to help our students appreciate their womanhood and to develop their gifts in an atmosphere which fosters academic excellence and respect. As educators, we provide an environment shaped by Christian ideals that nurtures the whole person by integrating faith and life. We foster an awareness of an active engagement in ecological stewardship. We recognize that shared partnership with parents and guardians in developing young women who will take responsibility for their life choices and value service to their community. In a world increasingly impersonal, we endeavor to empower each student to realize and value her own unique spiritual, intellectual, physical, emotional and social potential as a leader in today's society.

Director of Development & Capital Giving (DOD)

The Mary Louis Academy is conducting a search for its Director of Development to build on its already successful fundraising programs. The Director of Development & Capital Giving is responsible for securing major gifts, leading capital campaigns, cultivating relationships with major donors, and overseeing foundation and grant-based giving. This role is instrumental in ensuring TMLA's financial sustainability through strategic philanthropic partnerships and long-term fundraising initiatives.

The top characteristics/qualities TMLA seeks most in the DOD:

1. Expertise in capital campaigns and major gifts fundraising
2. Strong leadership and strategic thinking skills
3. Exceptional donor cultivation and relationship-building abilities
4. Experience with grants and foundation funding
5. Proficiency in fundraising analytics and donor research with a data-driven approach
6. High-level communication and presentation skills
7. Ability to engage and motivate stakeholders

The six focus areas for the DOD role:

1. Capital Campaigns – Develop and execute fundraising initiatives for campus enhancements and strategic priorities.



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2. Major Gifts & Planned Giving – Cultivate relationships with high-net-worth donors to secure significant contributions and legacy gifts.
3. Foundation & Grant Funding – Identify, pursue, and manage grant funding opportunities to support TMLA's mission.
4. Donor Strategy & Stewardship – Develop personalized solicitation strategies and donor recognition programs.
5. Fundraising Analytics & Research – Utilize data-driven insights to guide fundraising efforts and inform strategic planning.
6. Collaboration with Leadership – Partner with the President and Board of Trustees to set and achieve philanthropic goals.

Responsibilities

- Design and lead capital campaigns to support institutional priorities.
- Develop strategies to secure major gifts and planned giving commitments.
- Cultivate corporate and foundation partnerships to expand funding opportunities.
- Identify and apply for grants that align with TMLA's mission.
- Provide strategic oversight for donor cultivation, solicitation, and stewardship.
- Work closely with the President to develop fundraising goals and initiatives.
- Serve as the primary liaison to key campaign volunteers and fundraising committees.
- Oversee financial reporting and data analysis to strengthen fundraising strategies.
- Represent development needs as part of the Administrative Team.
- Identify and cultivate alumnae who can offer matching gift challenges for their reunion classes.
- Secure donors to establish matching gift challenges for annual campaigns like Giving Tuesday.
- Utilize wealth screening tools to identify potential major donors and qualify the results to inform targeted cultivation strategies.
- Work closely with the Director of Alumnae Relations & Mission Advancement to align fundraising and engagement initiatives, including annual giving campaigns, alumnae donor cultivation, and strategic partnerships.
- Collaborate with the Administrative Team to lead efforts in reintroducing *The Mariel After*, TMLA's annual fund report, ensuring philanthropic impact and donor recognition are effectively communicated.

Qualifications

- Bachelor's degree required;
- Minimum 5 years of advancement/institutional advancement management experience and a strong understanding of the factors that create transformative philanthropic outcomes;
- Demonstrated ability to conceptualize, plan, and cohesively integrate a full range of development programs; an alumni relations background is desirable;
- Contributor to the overall strategic planning of TMLA through innovation and creativity;
- Event management experience and/or passion for community social events;
- Excellent marketing and communication skills, both oral and written, and an understanding of what should be communicated to different audiences;



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- Decisive and confident leader who embraces the TMLA's mission-driven culture;
- Knowledge in and experience using donor wealth screening platforms and development data systems, significant experience using technology including databases (e.g., Blackbaud), spreadsheets, and Google tools;
- Proven track record of thriving on and contributing to teams;
- Strategic thinker and creative problem-solver with the ability to see the big picture;
- Superior interpersonal, organizational, leadership, and managerial skills;
- High level of energy, flexibility, warmth, and a ready sense of humor;
- Comfortable with the use of data to drive decision making;
- Ability to work effectively with multiple constituencies;
- Experience with independent Catholic school is preferred yet not required

To Apply

Candidates should submit the following materials as separate PDF documents to hiring@tmla.org:

- A cover letter expressing their interest in this position.
- A current and thorough resume of no more than four pages.