

## POSITION DESCRIPTION

Job Title:	Director of Advancement		Date:	May 2025
Department:	Advancement		Last update:	May 2025
Reports To:	President			
Status:	X Exempt	Non-Exempt	Classification:	12 Months
	X FT	PT	Hiring Range:	\$95,000 - \$120,000

---

### POSITION SUMMARY:

The Academy of the Holy Cross seeks a mission-driven and relational Director of Advancement to lead and grow a comprehensive advancement program. The Director serves as the school's chief fundraiser and ambassador for engagement and philanthropy.

The ideal candidate is an experienced frontline fundraiser who finds joy in building authentic relationships, managing a robust portfolio of approximately 90 leadership and major gift prospects, and cultivating a culture of giving. This individual will lead a dynamic three-person advancement team and will serve on the President's Strategy Team and work closely with the President, Board of Trustees, and community partners to advance the school's strategic and philanthropic goals.

### MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic College preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

### KEY RESPONSIBILITIES

#### **Fundraising and Donor Engagement:**

- Personally manage a portfolio of approximately 90 leadership and major gift prospects, including current parents, alumnae, past parents, and friends of the Academy.
- Lead the planning and execution of the Annual Fund, special campaigns, and targeted fundraising initiatives
- Partner with the President on major gift solicitations and board engagement
- Plan and execute donor strategies (moves management), including identification, cultivation, solicitation, and stewardship.

#### **Community and Alumnae Engagement:**

- Serve as a visible, enthusiastic presence in the AHC community and at key events.
- Strengthen relationships with alumnae through programming, events, communications, and personal outreach
- Develop meaningful engagement opportunities for current and past families, alumnae, and community members

- Foster a strong culture of philanthropy rooted in the Academy's mission and legacy.

### **Team Leadership and Strategy**

- Supervise and support three advancement professionals: Assistant Director of Alumnae and Family Engagement, Database Manager and Advancement Associate.
- Provide mentorship, guidance, and performance feedback to ensure professional growth and a high-functioning team
- Develop and implement a strategic advancement plan aligned with institutional priorities.
- Partner with the Board's Advancement Committee and participate in Board meetings as needed

### **Communications and Operations:**

- Oversee advancement communications and donor materials in collaboration with the Director of Strategic Communications and Marketing.
- Ensure accurate and timely donor records, prospect tracking, and reporting using the school's advancement database (e.g., Raiser's Edge or similar).
- Monitor fundraising performance and provide regular updates to school leadership and stakeholders.
- Assist with all mailings (digital and print)

### **Qualifications:**

- Bachelor's degree required; advanced degree or CFRE certification preferred
- Minimum of 5-7 years of successful experience in advancement, with a strong track record of frontline fundraising and major gift work.
- Demonstrated experience managing a portfolio of donors and meeting or exceeding fundraising goals
- Excellent interpersonal and relationship-building skills with donors, volunteers, and colleagues.
- Experience leading a team with a collaborative and supportive management style.
- Strong organizational, written, and verbal communication skills
- Commitment to the mission of Catholic education and the empowerment of young women.
- Proficiency in donor database systems (Raiser's Edge or similar) and Microsoft/Google Office Suite

### **Personal Attributes:**

- Passion for building community and advancing mission through relationships and philanthropy
- Strategic thinker and doer who thrives in a fast-paced, mission-driven environment.
- Enthusiastic, warm, and engaging presence with the ability to inspire others.
- High degree of integrity, discretion, and professionalism.
- A sense of humor is preferred.

### **TO APPLY:**

**PLEASE SUBMIT A COVER LETTER AND RESUME TO  
AHCHR@ACADEMYOFTHEHOLYCROSS.ORG**