



About Sacred Heart Academy

Sacred Heart Academy (SHA) is an independent, Catholic, all-girls school for grades K–12. Since its founding in 1865 by the Religious of the Sacred Heart of Jesus (RSCJ), SHA has remained steadfast in its mission to nurture young women in mind, heart, and spirit. Guided by the [Goals and Criteria](#) of the Network of Sacred Heart Schools and rooted in the desire to spread the love of the Heart of Jesus through education, our community continues to build on more than 150 years of history in Philadelphia. We provide a rigorous academic experience within a supportive and empowering community that fosters personal growth, leadership, and global awareness.

Position Summary

Sacred Heart Academy is seeking a mission-driven and relationship-oriented Development Coordinator to support the work of the Advancement Office. This full-time, 12-month position plays a key role in donor engagement, stewardship, communications, and event coordination. The Development Coordinator will also manage a small pipeline of annual fund and event prospects, helping to deepen relationships and build a culture of philanthropy within the SHA community.

This is a strong opportunity for someone with early experience in fundraising or nonprofit work who is eager to grow, take ownership of key responsibilities, and contribute meaningfully to a collaborative and purpose-driven team.

Key Responsibilities

Donor Engagement and Stewardship

- Draft and personalize thank-you letters, acknowledgment materials, and stewardship updates
- Coordinate stewardship calendars and help ensure timely and meaningful donor recognition
- Support donor segmentation and targeted engagement for the Annual Fund (solicitations and appeals)

Pipeline Management

- Manage a small portfolio of prospects, including past donors, current families, and community supporters
- Conduct outreach, schedule meetings, and support relationship-building efforts
- Collaborate with the Interim Head of School to support annual giving goals through cultivation, solicitation, and stewardship activities

Events and Campaign Support

- Assist with logistics and planning for Advancement events including the SHA Hall of Honor, Spring Golf Outing, Christmas at the Mansion, and other donor gatherings
- Track RSVPs, coordinate follow-up communications, and ensure a welcoming experience for attendees

Advancement Communications

- Craft donor-facing communications including appeal letters, newsletters, and campaign updates
- Help tell the SHA story through mission-aligned, donor-centric messaging and impact-focused writing
- Partner with Communications staff to maintain consistent voice and branding

Administrative Coordination

- Support the Advancement team with scheduling, project coordination, and departmental needs
- Track and document donor outreach, stewardship actions, and prospect movement
- Help ensure strong internal coordination with alumnae relations, admissions, and academic leadership when appropriate

Qualifications

- Passion for the mission of Sacred Heart Academy and the value of Catholic, all-girls education
- Bachelor's degree or equivalent experience in development, communications, education, or nonprofit work
- One to three years of professional experience, ideally in advancement or community engagement
- Strong writing skills and a warm, professional communication style
- Excellent organizational skills and attention to detail
- A self-starter with a strong work ethic and the motivation to take initiative and follow through
- Ability to manage multiple tasks while staying grounded in mission and relationships
- Experience with fundraising tools such as Raiser's Edge and email platforms is helpful but not required
- Interest in developing a career in development or mission-focused leadership.

To Apply

Please submit your résumé, cover letter, and salary requirements to Interim Head of School, Robin Nolan, at robin.nolan@shabrynmawr.org. **Applications that do not include salary requirements will not be reviewed.**