

Director of Annual Giving

The Director of Annual Giving advances the mission of Ursuline Academy by strengthening connection, participation and investment in our community. This role reports to the President and leads the strategy and execution of the annual giving program, providing Ursuline with unrestricted operating support. This role is designed for growth, with increasing responsibility over time.

Ursuline seeks a Director of Annual Giving who:

- Is mission-driven and passionate about the value and impact of a Catholic education in the Ursuline tradition
- Can build community through forging authentic, valuable connections with and among members of the Ursuline community
- Possesses a high level of emotional intelligence
- Has the ability to remain forward thinking while navigating the nuances and traditions of a long-standing institution

Key Responsibilities

Design and implement a comprehensive annual giving plan that outlines all strategies and tactics for the program each fiscal year, growing our pipeline of donors and potential growth opportunities within constituencies and ensuring long-term sustainability. Staying current with best practices in the field, the fund's Director must:

- Conduct regular outreach, visits and stewardship touches to secure renewed and increased support, track activity, gift conversations and next steps timely and accurately in CRM
- Develop and manage solicitation efforts, including bi-annual days of giving
- Partner with communications department to create annual communication calendar including segmented messaging, produce annual fund materials, donor stories, social media content and print/online appeals, ensuring integration between annual fund and other school priorities
- Work with the Alumnae Relations Coordinator and Parents Association to design and implement a program to activate grassroots fundraising for current families and alumnae
- Oversee gift processing and acknowledgements, ensuring accurate tracking of gifts, pledges, recognition preferences and stewardship activities
- Prepare weekly, monthly and annual fundraising reports related to annual fund and donor engagement
- Ensure donor feedback informs Annual Fund messaging, stewardship practices and cultivation strategies
- Monitor LYBUNT/SYBUNT data and identify re-engagement opportunities

Other Responsibilities

- Oversee the planning and implementation of the annual Laurel Legacy Dinner and Ultimate Auction
- Collaborate with communications department in the creation of the yearly annual report
- Serve as Parents' Association Liaison, supporting a positive and collaborative partnership that aligns with the school's mission and strategic priorities
- Attend on- and off-campus events to represent the school and engage with constituents, including evenings and weekends as needed
- Co-lead the student philanthropy club alongside the Alumnae Relations Coordinator, helping to promote a philanthropic culture
- Perform other duties as assigned

Requirements

- 3 years of experience in annual fund management, donor relations or related advancement roles, preferably in an independent school or other non-profit organization
- Comfortable leading plans from strategy to hands-on implementation
- Proficiency with Microsoft Suite and CRMs, preferably Veracross; experience with Give Campus a plus
- Ability to manage deadlines with accuracy and attention to detail, and an interest in utilizing data to inform strategy
- Flexible, self-motivated and team-oriented, with the ability to maintain a positive attitude in a fast-paced environment
- Ability to travel as needed for conferences and regional events, serving as a positive ambassador for the Ursuline community

How to Apply

Interested, qualified applicants should email a letter of interest, resume, and a list of 3-5 references with all contact information to the attention of Patricia Boehm at advancement@ursulineacademy.org. Please indicate Director of Annual Giving in the subject field of the email.