



There has never been a more exciting time to be part of the Mercy McAuley team. Mercy McAuley High School is an all-girls, Catholic college-preparatory high school located in College Hill. We are experiencing tremendous momentum with rising enrollment, investments in our students and campus, and engaging our alumnae and supporters, along with a \$10million capital campaign.

Now, we are looking for a Director of Advancement who is motivated to build on that momentum.

The Director of Advancement will work closely with the President, school leadership, colleagues, Board members, volunteers, donors, parents, and our more than 20,000+ alumnae to strengthen relationships and create new opportunities for people to invest in Mercy McAuley.

We are especially excited about candidates who bring strong management, relationship-building, communication, and organizational skills. Your career does not have to have followed a traditional advancement/fundraising path for you to be successful in this role. If you are a relationship-builder, an excellent communicator, a thoughtful and collaborative leader, we encourage you to apply.

Mother of Mercy, McAuley, and Mercy McAuley alumnae are especially encouraged to consider this opportunity. Your understanding of the lifelong impact of a Mercy education and being a champion of all-girls, Catholic education are extraordinary assets as we build the future of our school.

Position Summary

The Director of Advancement is a key member of the Mercy McAuley leadership team and an important partner to the President in building the relationships and resources that will sustain and strengthen the school for generations to come. S/he leads a team that advances the school's mission and develops a comprehensive fundraising program for financial support. The Director of Advancement uses best practices to identify, cultivate, solicit, and steward. S/he is a professional fundraising generalist with management and leadership responsibilities.

Key Responsibilities

- As a member of the President's Leadership team (PLT), the Director of Advancement works with senior staff, team members, Advancement Committee, and key volunteers to identify, plan, coordinate and implement fundraising priorities. Each year, the primary fundraising initiatives include the annual appeal, Big Day of Giving, student raffle, Girls' Schools Unite campaign, and the Gala.
- Develop and execute an annual fundraising plan.
- Create donor communication including printed materials and e-newsletters.
- Work with Major Gift Officer and Alumnae Engagement Officers to set goals and long-term strategies that engage alumnae (20,000+) through local and national events, reunions, fundraising campaigns, publications, social media, and school website.
- Supervise and work with the Advancement Associate to achieve accurate gift accounting and donor stewardship practices.
- Support capital campaign activities.



- Oversee the Advancement budget.
- Manage a portfolio of key donors and prospects.
- Actively and visibly support major school goals and activities, such as (but not limited to) student recruitment events, major athletic events, parent engagement events, significant alumnae reunions, etc. in a way that is appropriate to his/her role as a member of the PLT.
- Provide regular quantitative reports to the president, school leadership team, and Board of Directors regarding short and long-term fundraising goals, results, and challenges.
- Develop relationships with professional colleagues at peer institutions and those within Mercy Education.
- Attend conferences and professional development seminars to stay current with fundraising trends, opportunities, challenges, and innovations. Share learning with staff, volunteers, and administration.

Qualifications and Skills

- Strong commitment to all girls' Catholic, Mercy education by maintaining a personal and professional presence consonant with the charism of the Sisters of Mercy and Catholic teaching.
- Strong sense of ethical conduct and the ability to maintain the highest level of integrity of confidential and sensitive information.
- An understanding of the full spectrum of the advancement profession, including gift policies and procedures, donor cultivation, solicitation and stewardship, donor recognition, and prospect research.
- Ability to recruit, organize, and manage salaried and volunteer personnel.
- Awareness of best practices, trends, and issues in philanthropy.
- Demonstrated ability to work collaboratively with colleagues and team members.
- Exceptional written and oral communication skills.
- Ability to set and meet goals.

Job Requirements

- Bachelor's degree from an accredited college or university.
- Experience in managing a team, including demonstrable leadership skills.
- Demonstrated success in relationship-building and achieving organizational goals.
- Professional experience in fundraising, sales, communications, nonprofit leadership, or a related relationship-focused field is preferred.
- Experience with CRM, Blackbaud (Raiser's Edge NXT) preferred. Proficiency in Microsoft Word.
- Nights and weekends are expected.
- Willingness and ability to travel on a limited basis.

Accountability: The Director of Advancement reports to and is supervised by the President.

Supervises: S/he will supervise two Alumnae Engagement Officers and the Advancement Associate.



Salary commensurate with experience. Mercy McAuley offers a comprehensive benefits package including medical, dental and retirement benefits; generous paid time off; 15 paid holidays; and additional employer-sponsored benefits.

To apply, please submit your resume, along with a cover letter that include your salary requirements and three references to human resources at merza@mercymcauley.org. Thank you!