

## **Chief Philanthropy Officer, Lauralton Hall**

The Chief Philanthropy Officer for Academy of Our Lady of Mercy, Lauralton Hall is charged with leadership for the advancement of the school's mission. The Chief Philanthropy Officer is the main development and major gift fundraising officer for the school. This position is metric-focused with clear annual and long-term expectations. The successful candidate will be someone with a track record of achievement developing and advancing fundraising strategy with measurable success, a comprehensive knowledge of fundraising best practices, and a desire to have a significant impact on the school's growing program.

The candidate will work closely with the Board of Trustees as well as its advancement, finance and planning committees to formulate goals and strategies for present and future fundraising needs, alumnae relations and communications as they relate to defined goals, procedures, staffing, budget and timetables. The candidate should have the "hustle" gene and will need to support the Head of School in fulfilling all advancement responsibilities and have Lauralton Hall campaign ready within 24 months.

**Accountability:** The Chief Philanthropy Officer reports to and is supervised by the Head of School.

### **Position Responsibilities**

- As a member of the Leadership team, the Chief Philanthropy Officer works with senior staff, the Advancement Committee and key volunteer and constituent groups to identify, plan, coordinate and implement fundraising priorities.
- Develop and execute a comprehensive fundraising program for private support from individuals (including but not limited to alumnae), as well as organizations, corporations, and foundations.
- Continue to develop and implement a prospect management system for use by staff, the Head of School and key volunteers involved in fundraising.
- Develop and manage a successful legacy giving program.
- Serve as the manager for the Advancement budget.
- Work with Director of Alumnae Engagement to set goals and long-term strategies that engage alumnae (10,000+) through local and national events, reunions, fundraising campaigns, publications, social media, and school website.
- Work with the Database Manager to achieve accurate gift accounting and donor stewardship practices.
- Actively and visibly support major school goals and activities, such as (but not limited to) student recruiting and retention events and Open Houses, major athletic milestones, parent engagement events, significant alumnae reunion year events, Hall of Fame dinner, annual gala, etc. in a way that is appropriate to his/her role as a member of the leadership team.
- Provide regular quantitative reports to the president, school leadership team, and Board of Trustees regarding short and long-term fundraising goals, results, and challenges.

- Stay current with fundraising trends, opportunities, challenges, and innovations. Share learning with staff, volunteers, and administration.
- Commit to diversity and inclusion in all fundraising efforts.

### **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 professional, including gift policies and procedures, donor cultivation, solicitation and stewardship, donor recognition, prospect research and managing high level board committees and volunteers.
- Proven record of cultivating, soliciting, and stewarding major gifts.
- Ability to recruit, organize, and manage salaried, hourly, or volunteer personnel, as well as direct any individuals or committees of influence and affluence in fundraising protocol and competencies.
- Awareness of trends and issues in philanthropy.
- Demonstrated ability to work collaboratively with all school constituents.
- Strong time management, managerial and leadership skills.
- Exceptional written and oral communication skills.
- Entrepreneurial, creative, self-starter, and oriented toward action and results.
- Ability to set and meet goals.
- Experience with digital engagement tools to modernize and enhance engagement with alumnae.
- Led or been a major player in leading a capital, comprehensive, or endowment campaign.

### **Job Requirements**

- Bachelor's degree from an accredited college or university; some graduate school and/or Master's degree a plus.
- Minimum of five years' experience in fundraising, including demonstrable leadership skills; experience in secondary or higher education, or hospital/healthcare development strongly preferred.
- Willingness and ability to travel on a limited basis; nights and weekends are expected.
- Ideally hold a Certified Fund Raising Executive (CFRE) accreditation.

Compensation commensurate with experience (\$100,000 – 150,000). Start date July 1, 2024.

Submit cover letter and resume to Beth Coyne at [bcoyne@lauraltonhall.org](mailto:bcoyne@lauraltonhall.org) by March 18, 2024.