



Notre Dame School of Manhattan

DIRECTOR of DEVELOPMENT

The Context

Notre Dame School of Manhattan is a private, college-preparatory high school offering a Catholic education for 360 young women from New York City and the New York metropolitan area in the tradition of Anne de Xainctonge, a 17th century pioneer in women's education. Founded in 1912 by the Sisters of St. Ursula, Notre Dame promotes academic excellence for girls, an awareness of God in their lives, and active engagement with the world around them. The rich cultural, racial, and ethnic mosaic of Notre Dame's community and its urban location enhance global awareness. A challenging curriculum - rich in the sciences, arts, and technology - prepares talented young women for college and for lives of leadership and service.

The Role

Reporting directly to the President, the Director of Development will be responsible for upholding the mission and advancing the vision of Notre Dame School of Manhattan through oversight and implementation of a comprehensive fundraising program. The Director of Development executes significant aspects of the major gifts program, Annual Fund, foundation relations, planned giving, and varied school events, with the support of the Development team. The Director of Development shapes ND's alumnae program by developing creative and meaningful ways to reconnect alumnae with the school and the community. In all things, the Director of Development advances ND's mission by identifying and securing the resources necessary to ensure the smooth and efficient operation of the work in the *Chez Nous* spirit.

Responsibilities & Areas of Focus

Strategic Planning & Board Partnership

- In partnership with the President, leads the strategy, planning, and implementation of Notre Dame's diverse annual and long-term fundraising goals and advises the President on all issues pertaining to school advancement;
- Works closely with the President, Principal, Director of Finance, and Board of Trustees to establish annual fundraising goals aligned with school goals and sound assessment of the school's donor and donor prospect base;
- Prepares the financial reports for and, together with the Chair of the Development Committee,

- sets the agenda and leads the quarterly board Development Committee meetings; and
- Advises the board Governance Committee on individuals to identify, vet and engage as prospective trustees.

Team Leadership

- Leads the Development team by taking responsibility for hiring, training and sharing professional development opportunities, while mentoring, providing professional feedback to ensure effectiveness, growth, and success of school fundraising efforts;
- Supervises the Associate Director of Annual Giving and Development Associate to ensure work is performed in a timely, effective and professional fashion;
- Oversees database integrity, reporting, and the gift acknowledgment process within Blackbaud Raiser's Edge and Constant Contact to ensure accurate tracking and swift donor stewardship;
- Serves as a supportive liaison between teachers and faculty and staff, helping to ensure a cooperative school environment.

Fundraising

- Establishes and executes forward-thinking, goal-driven development plans and programs to cultivate new relationships with internal and external constituents that will positively impact the school's annual, major donor, planned giving, and capital campaigns;
- Provides direction and support for the successful execution of *Chez Nous* Benefit, Alumnae Reunion, and Giving Days;
- Serves as the school's primary ambassador for philanthropy, including with individual donors and foundations;
- Analyzes data to plan for the strategic growth of annual giving and growth in participation; develops effective KPIs and metrics to measure growth against school-wide fundraising goals and priorities;
- Supports the President and the entire Development team in maintaining a unique portfolio of relationships while ensuring team communication and thoughtful engagement with every school donor, including creation of supportive donor profiles and moves management plans;
- Develops new revenue streams based on the data and other current best practices;
- Develops and implements long-term and short-term strategies to reach established Annual Fund goals as established by the Board of Trustees;
- Oversees grants received through foundations, corporations and government agencies, including the research, proposal writing, and reporting requirements; and
- Maintains positive relationships with financial advisors in support of fundraising for school endowment and donation transactions.

Communication & Community Engagement

- Envisions and supports dynamic alumnae engagement, including: leadership of the Class

Chair program and ND's annual Alumnae Reunion;

- Works in cooperation and collaboration with varied school departments and with school faculty to support school initiatives and realize new fundraising opportunities;
- Supports the design and publication of the school's annual alumnae publication and Annual Report, *Encore*;
- Acts as the school's representative as a member of the Meatpacking Business Improvement District, and stays aware of pertinent information regarding the school's district;
- Engages in ongoing professional development and involvement with NYSAIS, NAIS and CASE;
- Attends schoolwide on-campus and off-campus events, as beneficial to the school; and
- Performs other related duties and responsibilities that may be delegated by the President as requested.

Successful candidates will work collegially with colleagues, serve as ambassadors of girls Catholic education in the tradition of Anne de Xaintonge, and approach their work with integrity, a listening ear, thoughtful attention to confidential information, effective and diplomatic communication skills, and a sense of humor and flexibility to navigate the joys and needs of a secondary school serving dynamic, creative students.

Qualifications

- Minimum 6-8 years of experience in nonprofit development, ideally with increasing levels of fundraising and supervisory responsibility.
- Demonstrated success in cultivation, solicitation, and stewardship, including through face-to-face solicitations.
- Experience leading team members and managing volunteers.
- Excellent communication skills, including written, oral, and interpersonal skills. The ability to interact and address large groups of constituents as well as conduct one-on-one meetings within a network that encompasses a wide range of age groups and backgrounds.
- Proven ability to handle a diverse portfolio of responsibility, to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- Outstanding research and analytical skills, with proven success in leveraging sophisticated analytics, predictive modeling and other metrics to develop programs and drive results.
- Ability to be flexible and proactive, balancing independent and collaborative work with exceptional initiative, work ethic, and accountability.
- Proficiency with the Google and Microsoft suite of applications, social media tools, web publishing, fundraising software and databases required, including Raiser's Edge. Openness to remaining attentive to the impact of AI on the fundraising landscape.
- Evening/weekend work as required.
- Bachelor's degree from an accredited college or university required. CFRE certification preferred.

Compensation: **\$130,000 - \$150,000**
 Comprehensive benefits package

Send cover letter, resume, and three professional references to Mary Kate Blaine, President (effective July 1) at blainem@cheznous.org. References will not be contacted without prior candidate knowledge. Applications will be reviewed on a rolling basis until the position is filled.