



THE URSULINE SCHOOL

## Chief Advancement Officer

The Ursuline School

New Rochelle, NY | Fall 2024

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**BOSTON | NEW YORK**

***The Ursuline School seeks a Chief Advancement Officer to spearhead fundraising efforts, nurture donor relationships, foster alumni engagement, and drive overall institutional progress.***

## About The Ursuline School

Founded in 1897, The Ursuline School is a private, independent, Catholic, college preparatory school for girls in grades 6-12. Located in New Rochelle, NY, 20 miles north of Manhattan, it thrives on a 13-acre modern campus equipped with state-of-the-art facilities. The school is part of a network of educators at secondary Ursuline schools and colleges across the globe. It is accredited by the National Association of Independent Schools and the NY State Board of Regents and is an active member of the NY State



Association of Independent Schools and the International Coalition of Girls Schools. The school has a fine tradition of scholarship, best known for rigorous academics, robust service opportunities, and dedication to the education of the whole person.

Guided by their Catholic faith and the spirit of St. Angela Merici, The Ursuline School educates, inspires and empowers young women to become wise, active, globally-minded leaders by cultivating lifelong learning, spiritual growth, integrity, respect for all and dedication to Serviam – “I will serve.”

The Ursuline School is in its final year of a five-year strategic plan. This plan focused on solidifying and accelerating Ursuline’s position as a regional leader in all-girls Catholic independent, college preparatory education and as the preferred choice for all girls who seek academic excellence; a multitude of exciting student leadership and extracurricular opportunities; and a dynamic and diverse school community strengthened by caring and dedicated faculty.

## About Philanthropy at The Ursuline School

The Ursuline School raises approximately \$1.5M annually, providing critical funding for a myriad of programs that benefit each student, including a robust scholarship program.

Additionally, The Ursuline School has an impressive track record of successful campaigns. In 2013, the *Campaign for the Ursuline School: Fulfilling the Promise for Generations of Women* concluded, raising \$8M and formally launching the School’s Global Education & Serviam Program.



In 2022, The Ursuline School completed its largest fundraising initiative in its history, the capital campaign *Building on the Tradition of Innovation*. This campaign surpassed its \$8.5M goal, providing funding to build new spaces in line with 21<sup>st</sup> century learning approaches, improve general campus functionality, and incorporate new security features. Specific building projects included a beautifully appointed lobby, state-of-the-art security center, bookstore, expanded Admissions suite, collaborative room, high-tech media

conference center, spacious student commons area, and the Innovation Hub (iHub) and makerspace classrooms.

## About the Position

The Ursuline School of New Rochelle is seeking a highly accomplished advancement professional to elevate philanthropic support for the school, working closely with the President, Board of Trustees, and leading a department of five employees.

Reporting to the President, The Chief Advancement Officer (CAO) will partner with the President and Board of Trustees to establish fundraising priorities, engage in advancement strategic planning, and develop the vision for Ursuline's capital campaigns in alignment with the school's strategic plan. Additionally, the CAO will develop a fundraising and stewardship plan to engage supporters, nurture a culture of life-long philanthropy, and to strategically engage specific stakeholder groups (alumnae and their families, current parents and families, friends, and foundations) by appealing to their specific interests and needs.



The CAO also partners with the President, senior leadership team, and school administrators to highlight the school's mission and promote a positive public perception that builds on Ursuline's more than 125 years of achievement.

## Key Responsibilities

### *Fundraising*

- In partnership with the President and Board of Trustees, set fundraising goals and priorities, develop strategies to meet goals and develop periodic reports for the President and Board of Trustees.
- Oversee and manage all development functions, including major gifts, annual giving, alumnae relations, special events, planned giving and a future capital campaign.
- Utilize fundraising data and metrics such as donor retention rates, fundraising revenue growth, and campaign success indicators to analyze progress and evaluate the effectiveness of fundraising efforts.
- Collaborate with the President in engaging donor prospects and supporting ongoing stewardship of existing donors.
- Build a comprehensive stewardship program that actively connects donors with the school community in ways that demonstrate appreciation and highlight the positive impact of donor support.

### *Advancement Office Leadership*

- Provide leadership and oversight of advancement staff, aligning roles and responsibilities with identified goals.
- Engage the team in regular self-reflection, goal-setting, and professional development.
- Actively and transparently model best advancement practices.

- In partnership with the President and Chief Financial Officer, develop and oversee the advancement budget.
- Leverage technology and data analytics tools to optimize fundraising efforts, track donor interactions, and personalize communications with supporters.
- Pursue opportunities for professional development, for example by attending conferences focused on best practices in advancement and philanthropy.

### ***Governance and School Leadership***

- In collaboration with the President, interact regularly with Trustees, sharing advancement updates and reports on key progress indicators.
- Collaborate with the Chief Financial Officer to ensure that all gifts are appropriately managed in accordance with FASB and IRS regulations.
- Serve on the senior leadership team and collaborate regularly with school administration, faculty, and support staff.
- Engage alumnae and their parents/families in fundraising efforts, fostering a sense of community and support among graduates.

### ***Advancement Communications***

- Oversee the development of institutional messaging related to fundraising, community engagement, and the development of a culture of philanthropy.
- Ensure that all materials produced by advancement meet brand standards and expectations for professional presentation.



### ***Constituent Engagement***

- Develop the strategy and provide the leadership for engagement activities across all stakeholder groups (alumnae, current and alumnae families, friends, and other community partners). Plan meaningful opportunities for the involvement of potential benefactors and current supporters in support of the Ursuline mission.
- Represent the school at external events, network with potential donors, and cultivate relationships with community partners to enhance fundraising opportunities.

## **Key Qualifications**

- At least ten years of leadership experience in an advancement role in one or more non-profit organizations, with experience in educational or Catholic institutions preferred
- Demonstrated track record of success in fundraising, encompassing proficiency in securing major gifts, orchestrating annual giving campaigns, capital campaigns, peer to peer fundraising, crafting grant proposals, and coordinating planned giving programs.
- Proficiency in organizing diverse fundraising events such as galas, auctions, and alumni reunions
- Strategic thinker with the ability to develop and implement strategic fundraising plans to meet the financial needs and goals of the school.
- Thorough knowledge of best practices in development/institutional advancement with an innovative, reflective mindset focused on continuous improvement.

- Experience with the recruitment and management of development staff, including collaborative goal setting, supportive performance feedback, and mentoring.
- Exceptional communication skills with the ability to effectively communicate the school's mission and priorities both verbally and in writing
- Exceptional interpersonal skills, with the ability to develop and maintain strong working partnerships while nurturing relationships with multiple stakeholders.
- Commitment to meeting deadlines and demonstrating poise navigating multiple professional, simultaneous demands.
- Ability to apply collaborative, creative problem-solving skills in support of strategic goals.
- Demonstrated ability to make sound professional judgments.
- Strong technology skills, including experience working with a constituent database (i.e. Raiser's Edge).
- Profound appreciation of the Ursuline mission and ethos, coupled with a commitment to fostering these within the school community.



**The Ursuline School is an equal employment opportunity employer committed to hiring faculty, administration and staff of diverse backgrounds. The Ursuline community promotes respect for individuals regardless of race, color, religion, national origin, sex, age, disability, or any other state or federally protected classification.**

## Compensation

The salary range for this position is \$180,000 – \$200,000 commensurate with experience.

To express interest, please submit your cover letter and resume in confidence [here](#).

For more information, please visit [www.developmentguild.com](http://www.developmentguild.com).

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For more information about The Ursuline School, please visit [www.ursulinenewrochelle.org](http://www.ursulinenewrochelle.org)



## About Development Guild DDI

*For 45 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. We have successfully collaborated with more than 650 clients nationwide in the sectors of health & science, education, environment, the arts, and social justice. We are experts in executive search and fundraising and are at the forefront of delivering best practice in these services.*

*With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.*

