

## Director of Major Gifts and Capital Campaign

The Academy of the Sacred Heart in New Orleans, founded in 1867, is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

### Job Description

The Academy of the Sacred Heart is seeking a **full-time Director of Major Gifts and Capital Campaign**. The Director of Major Gifts and Capital Campaign is a leader who is dynamic, focused, and strategic in her thinking and style. She works closely with the Headmistress, the Capital Campaign Coordinator, and Capital Campaign Committee, as well as in collaboration with the Office of Institutional Advancement and other relevant staff, to implement the capital campaign.

S/he will be an experienced fundraiser who will be responsible for planning, managing, and executing a comprehensive campaign including program advancement, endowment, capital, and annual objectives.

The Director will join ASH at a key time, as it enters the second phase of its long-term strategic plan that identifies key goals and major priorities of the school. The Director will play a major leadership role in implementing a campaign framework and overseeing its day-to-day operations, overall coordination, and management. The position is both strategic and tactical, incorporating all components of the campaign from the quiet phase through the launch, implementation, and closing of the public phase.

The successful candidate will possess strong interpersonal and relationship-building skills and a proven record of creating and fostering excellent relationships with the Board of Trustees, Headmistress administrative staff, faculty, and alumnae.

This individual understands and embraces the unique culture and traditions of Sacred Heart and energetically seeks opportunities to advance the school's mission, vision, and values through philanthropic giving and active volunteer involvement.

The Director of Major Gifts and Capital Campaign serves on the Institutional Advancement Team and reports directly to the Headmistress. S/he supervises and works closely with the Capital Campaign Coordinator. S/he serves as a member of the Senior Administration Team.

### Essential Job Functions

- Develop, cultivate, and steward a donor base sufficient to meet/exceed the funds and resource requirements of the capital campaign.
- Develop and implement major gift strategies for all constituency groups of the capital campaign, including current parents, alumnae, grandparents, parents of alumnae, and friends.

- Provide direction, support, and coaching to members of the Capital Campaign Committee and campaign volunteers.
- Develop and manage lists of prospective donors, and create a custom strategy for cultivating, soliciting, and stewarding major donors with the Capital Campaign Committee.
- Oversee a moves management system to effectively manage donor relationships related to major gifts and the capital campaign.
- With the Capital Campaign Coordinator, promptly process and acknowledge all capital campaign gifts, and oversee donor data entry in Raiser's Edge.
- Oversee the cultivation, solicitation, and stewardship of endowed funds, including named scholarships, in collaboration with the Director of Alumnae and other relevant staff, and make individual solicitation calls.
- Develop and maintain all written materials to support capital campaign fundraising activities, in collaboration with the Director of Communications and Public Relations.
- Cultivate relationships with corporations and foundations that are prospective campaign funders and partners, in collaboration with the Campaign Committee and campaign volunteers.
- Research local and national prospective grant funders; write proposals in some cases and/or collaborate with other relevant staff in preparation of proposals and related submission.
- Oversee stewardship and cultivation of grant applications.
- Manage all campaign events and meetings, in collaboration with other relevant staff.
- Administer a campaign budget with regular reporting on financial progress.

### **Preferred Qualifications**

- Graduate from an accredited four-year college or university, preferably with major courses of study in nonprofit fundraising, public relations, communications, or a related field.
- At least three years of experience in major gift and capital campaign fundraising preferred.
- Proficiency in Google, Word, Excel, and PowerPoint.
- Experience using Raiser's Edge preferred.
- Experience in Foundation Directory Online and other grant making software search engines.
- Strong organizational skills and project management experience.
- Excellent written and verbal communication.
- Team oriented and able to work independently.
- Diplomatic and confident.

### **Application Process**

Applicants should submit the following to [www.ashrosary.org/careers](http://www.ashrosary.org/careers).

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.



3. Names, addresses and telephone numbers of three references from current and/or former direct supervisors. (We will obtain permission from candidates before contacting references).

*The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.*