

Position: Executive Director of Advancement

Overview:

Sacred Heart Academy seeks a mission-driven strategic leader to assume the role of ***Executive Director of Advancement*** to lead the oversight of a comprehensive institutional advancement program, representing significant fundraising growth for the Academy. The Director of Advancement manages and leads all fundraising and advancement initiatives including: annual giving, capital giving, alumnae relations, planned giving, prospect research, foundation and corporate giving, advancement communications, and special event management. The Executive Director plays a key role in sustaining and growing the school's mission through philanthropic support, strengthening relationships with alumnae, families and key stakeholders, and enhancing the school's visibility and reputation.

This is an outstanding opportunity for a seasoned fundraising professional to play a pivotal role in a modern, comprehensive institutional advancement program. The ideal candidate will be a fundraising strategist with strong leadership skills and a proven record in major gift cultivation. They will be inspired by data-driven approaches and emerging technologies to set a new vision and strategic plan to diversify donor bases and grow current fundraising. The Executive Director will be mission-aligned, with the ability to create new strategies for giving opportunities that support SHA's bold strategic vision for future growth. As a member of the Leadership team, the Executive Director will oversee the Advancement team including the Director of Alumnae Relations and Director of Annual Giving and work with the President to advance the strategic plan through comprehensive fundraising results. The goals will be established and approved prior to the start of the fiscal year and candidates will be held accountable for the established goals.

Mission and Vision:

Sacred Heart Academy (SHA) is a nationally recognized Catholic four-year college preparatory high school for young women, sponsored by the Sisters of St. Joseph of Brentwood, NY. With a focus on academic excellence, character, faith development, and service, SHA prepares young women to excel as leaders in a rapidly changing world. The school's innovative approach to learning and its commitment to fostering lifelong curiosity encourage young women to "*Lead with Heart*".

Primary Duties and Responsibilities:

Strategic Leadership

- Develop and implement a comprehensive advancement strategy aligned with the SHA's mission, vision, and strategic growth plan.
- Serve as a member of the senior leadership team, contributing to overall vision and strategic planning.

- Work closely with the President and Board of Trustees to identify and support long-term institutional priorities with a focus on external relations, visibility and reputation.

Fundraising and Development

- Oversee all aspects of a comprehensive advancement program, including annual giving, major gifts, planned giving, capital campaigns, grant writing, and special events.
- Cultivate, solicit, and steward major donors, foundations, and corporate partners.
- Build and manage relationships with key constituents including parents, alumnae, key stakeholders, supporters and friends of the school.

Alumnae and Community Relations

- Develop and execute a comprehensive alumnae engagement plan for the 13,000 alumnae, including events, communications, and networking opportunities.
- Promote and sustain meaningful relationships with alumnae to encourage long-term personal advancement, involvement, and giving.
- Act as a key ambassador for the school externally, within the wider community.
- Where appropriate, seek opportunities to increase SHA awareness, reputation and public image.

Team Leadership and Collaboration

- Lead and mentor a high-performing advancement team, including 2-3 staff members.
- Build a high-performing, data-informed, and collaborative team culture.
- Establish performance goals and metrics, ensuring accountability and professional growth.

Required Qualifications:

- Commitment to Sacred Heart Academy's mission and Catholic education.
- Bachelor's degree required; advanced degree preferred.
- Minimum of 10 years of progressively responsible experience in advancement, development, or related fields, preferably in an educational or nonprofit setting.
- Proven track record of successful fundraising, including solicitations of major gifts and multi-campaign management. Ability to develop long-term relationships.
- Experience writing funded grants/proposals; ability to research opportunities.
- Strong leadership and strategic planning skills, a creative thinker and doer.
- Exceptional interpersonal and communication abilities, strong presentation skills.
- Knowledge of advancement software (e.g., Raiser's Edge, DonorPerfect).

Application Process: Interested candidates should submit a resume and cover letter to careers@sacredheartacademyhempstead.org.