



# CAREER OPPORTUNITY



BayView ACADEMY



## DIRECTOR Institutional Advancement

Bay View Academy seeks a dedicated advancement professional to enhance and foster a culture of philanthropy, drive major donor giving, and build a community of support for the Academy's mission of all-girls, Mercy education. Candidates must demonstrate proven ability to increase participation in annual giving, manage a comprehensive major donor program, and build relationships within the community. A complete job description and application instructions are available at [bayviewacademy.org](http://bayviewacademy.org).



## THE ACADEMY

St. Mary Academy - Bay View is an independent, Catholic school serving a diverse population of girls from pre-school through grade 12.

In the tradition of the Sisters of Mercy, we foster academic excellence in an innovative and creative learning environment.

We are committed to empowering each student to be a confident, independent, compassionate and socially conscious young woman who fully lives her faith.

**Providing academic excellence to girls and young women since 1874.**



### CONTACT US

401.434.0113 ext. 156  
3070 Pawtucket Avenue  
Riverside, RI, 02915

[bayviewacademy.org](http://bayviewacademy.org)

# ST. MARY ACADEMY BayView

## **DIRECTOR OF INSTITUTIONAL ADVANCEMENT**

### **OVERVIEW:**

The Director of the Office of Institutional Advancement is responsible for planning, directing and evaluating all development activities for the advancement of St. Mary Academy – Bay View.

It is the responsibility of this office to establish and strengthen personal relationships and linkages to alumnae, individuals and groups, both internal and external to the “school family,” who will, in turn, become supporters of and ambassadors for the Academy, and maintain and enhance relationships with current donors. The Director is responsible for the development of an annual fundraising plan. The Director manages the Director of Philanthropy & Alumnae Relations and the Advancement Assistant. This position reports to the President of the Academy.

### **RESPONSIBILITIES OF THE DIRECTOR:**

- Develop, monitor and evaluate the annual development plan and long-term strategic goals in collaboration with the President and Advancement Committee of the Board of Trustees
- Direct all of the Academy’s fundraising activities including capital projects, annual fund appeal, special events, major and planned giving, and corporate and foundation giving
- Manage day to day operations of the advancement office including managing professional staff, gift and data entry, and reconciliation of revenues with the Finance Office
- Steward the relationship with major donors and identify, cultivate and monitor philanthropic support for the Academy
- Ensure attainment of the Academy’s advancement activities through the selection, development, motivation and evaluation of the human resources, both professional and volunteer
- Manage all capital projects by developing a case for support. Direct constituency giving, including parents, alumnae, alumnae parents, and directly soliciting major gifts and leadership gifts from foundations, individuals, and corporations
- Direct ongoing efforts to increase giving and grow the endowments
- Initiate, develop, monitor and evaluate all grant proposals

All employees are expected to be aware of and committed to the mission of St. Mary Academy – Bay View and the Sisters of Mercy as it relates to all aspects of school life and functions of the Office of Institutional Advancement. Evening and weekend hours will be required.

## **QUALIFICATIONS:**

- Minimum of four (4) years of successful fund-raising, including demonstrated effectiveness in prospect identification, solicitation and stewardship of individual donors for major gifts along with experience in communications, marketing and advertising
- Knowledge of major gift development practices and principles
- Successful track record in managing and closing major gifts with individuals, corporations and foundations
- Strong interpersonal, written and oral communication skills
- Demonstrated ability to manage multiple and competing demands and to establish priorities and meet deadlines
- Commitment to ongoing education in the Mercy charism, history, values and tradition of the Sisters of Mercy and a desire to promote the Mercy mission on behalf of Bay View.
- Experience in a role requiring collaboration within an organization, as well as a demonstrated ability to work with efficiency and diplomacy
- Knowledge of and experience with Raisers' Edge or a similar program.

AN EQUAL OPPORTUNITY EMPLOYER We are an equal opportunity employer and do not unlawfully discriminate against any applicant because of race, color, sex, national origin, age, disability, sexual orientation, gender identity or expression, genetic information, or any other class protected by federal or state law. St. Mary Academy - Bay View is subject to the provisions of the Rhode Island Workers' Compensation Act. St. Mary Academy - Bay View is a smoke free workplace.

Interested applicants should forward cover letter and resume to:  
[employment@bayviewacademy.org](mailto:employment@bayviewacademy.org) prior to April 7, 2017