



|| DIRECTOR OF DEVELOPMENT || St. Teresa's Academy

St. Teresa's Academy is a 156-year-old college-preparatory high school with a mission to educate young women to think critically, encourage them through Catholic values to love the dear neighbor without distinction, and empower them to change the world. The Academy, founded by the [Sisters of St. Joseph of Carondelet](#), has been continuously accredited since 1923.

SUMMARY:

The Director of Development is responsible for the planning, execution, oversight and evaluation of the development programs for St. Teresa Academy. In this role, the director is the principal advocate for philanthropic support from the Academy's various constituencies in the form of major and planned gifts, annual giving, endowment support, other forms of giving and volunteer engagement. The Academy's constituencies include alumnae, current and past parents and families, Catholic benefactors and community supporters, and other funding organizations locally and nationwide.

The director is responsible for leading and being personally engaged in the external facing work of prospect and donor identification, relationship building, cultivation, solicitation, and stewardship. In addition, the director will manage the team members who are responsible for annual giving, fundraising events, foundation relations and database management.

The director reports to the president of the Academy and is accountable for setting the fundraising goals and realizing the fundraising results through working with the president, the board, and the Academy's Development Department. The director serves as the philanthropic expert and advises the president, colleagues, and the board of directors in matters relating to advancement and development.

The Director of Development will design and implement a comprehensive fundraising plan. The plan will include setting specific fundraising goals and strategies for achieving the desired financial results in support of STA's mission. In addition, the director will be responsible for the planning and oversight of the development budget including the Development Department's personnel.

The director participates in strategic planning and is responsible for executing portions of the organization's five-year strategic plan. The Director of Development works closely with STA Finance and program leaders and manage ongoing grant funding sources. The director is responsible for collaborating with marketing colleagues to continuously engage the STA community through strategic communications initiatives. In addition, the director will create and publish reports on performance measures and metrics based on their extensive knowledge of fundraising and donor cultivation.

EXPERIENCE:

The successful candidate will have 10+ years of experience leading development teams and garnering financial and other support from a broad range of stakeholders. Extensive personal solicitation experience is a requirement for one to be considered for this position. The director will have extensive experience leading all aspects of a successful capital campaign(s).

In-depth knowledge of the Kansas City and STA communities is highly preferred.

QUALIFICATIONS AND SKILLSETS:

Outstanding candidates for this position will have experience and/or evidence of the skills to:

- Develop and execute personal cultivation and solicitation strategies, including the ask.
- Train staff and other volunteers in the principles and practices of cultivation, solicitation, and stewardship.
- Serve as a public advocate and spokesperson for the Academy's mission, fundraising objectives and fundraising programs.
- Cultivate donors and solicit gifts to the Academy.
- Lead efforts to familiarize the development team and STA staff regarding fundraising, cultivation and stewardship best practices.
- Hire, train, and supervise staff including career coaching, personal development for direct reports and accountability for the performance of employees.
- Represent the Academy at school-sponsored programs, religious-sponsored forums, and other events.
- Display innovative thinking, demonstrate resourcefulness, and seek ways to improve processes.
- Inspire and motivate staff by fostering a work environment and culture that encourages current ideas, risk-taking, team-based efforts, celebrating current achievements and setting/meeting philanthropic goals.
- Demonstrate a commitment to promoting and supporting an environment of diversity and inclusion.

TO BE SUCCESSFUL IN THIS POSITION, YOU WILL BRING:

- Bachelor's degree (minimum) and 10 years of relevant development and management experience, preferably in an educational institution or nonprofit, or other relevant experience
- Hold C.F.R.E. or A.C.F.R.E. certification
- Demonstrated fundraising and solicitation experience, sensitivity, discretion and diplomacy.
- Substantial experience leading a successful capital campaign(s)
- Demonstrated ability to foster teamwork and promote collaboration across the organization.
- Affinity for the mission, values and culture of St. Teresa's Academy
- Excellent interpersonal and communication skills
- Accomplished leader with energy, creativity, and professionalism
- Strategic skills to craft and help implement fundraising plans
- Demonstrated talent in guiding major and planned gifts efforts
- Demonstrated experience working with academic leadership and faculty on development activities
- Proven ability to meet fundraising goals with a history managing donor relationships
- Ability to manage a large number of fundraising activities simultaneously
- Demonstrated experience engaging and motivating groups of diverse individuals, including strong volunteer management skills

Salary is commensurate with experience.