|| DIRECTOR OF DONOR & COMMUNITY ENGAGEMENT ||

St. Teresa's Academy

St. Teresa's Academy (STA) is a Catholic, accredited, college-preparatory high school that provides young women with a premier education that includes a rigorous academic curriculum and technology program, award-winning arts and athletics programs, and service and mission opportunities. STA, founded by the Sisters of St. Joseph of Carondelet, educates young women to think critically, encourages them through Catholic values to serve others, and empowers them to make a profound impact on the world.

The Director of Donor and Community Engagement is responsible for planning and executing a broad range of fundraising initiatives, including annual giving, major and planned gifts, sponsorships, and donor engagement programs, while building and managing a strong donor pipeline. This role focuses on cultivating meaningful relationships with parents, alumnae families, community partners, and donors; supporting and stewarding volunteers and scholarship fund donors; collaborating closely with the VP of Philanthropy & Engagement; and strengthening community partnerships to advance the school's mission through effective stewardship, outreach, and engagement.

|| Responsibilities ||

- Assist in the planning and execution of fundraising activities including parent annual giving, planned giving, Women's Circle of Giving, event sponsorship and major gifts.
- Develop and implement strategies to identify, cultivate and maintain relationships with potential donors, including parents, corporations, and community members.
- Develop and manage a donor pipeline strategy by identifying prospects, tracking cultivation progress, and advancing relationships toward increased philanthropic investment.
- Design and implement personalized cultivation plans for prospective major donors, aligning their interests with STA's mission and creating pathways for meaningful gift commitments.
- Build and maintain relationships with community organizations, businesses, and potential partners to promote collaboration and engagement particularly by establishing an annual sponsorship program.
- Act as liaison between the school and parent organization. Recruit parent volunteers to support fundraising and engagement efforts for the school.
- Provide ongoing guidance and recognition to volunteers to ensure their satisfaction and dedication to the school.
- Collaborate with VP of Philanthropy & Engagement to ensure effective stewardship of major donors, providing regular updates on the impact of their contributions, and fostering ongoing relationships to maintain donor engagement and commitment.
- Regular stewardship of donors who have an endowed scholarship at the school. Work with database specialist to provide annual statements to inform donor of financial status of the fund, current criteria and recipient information and establish a way to connect donor with recipient in some cases.
- Conduct personal visits, phone calls, and written communications to engage donors, recognize their contributions, and express gratitude.
- Engage former parents with continued outreach to foster continued connection to the school.
- Stay current on fundraising best practices, industry trends, and emerging philanthropic opportunities to continually enhance fundraising strategies and maximize major gift potential. Stay informed about parent engagement and community outreach strategies to effectively engage with stakeholders.

|| Qualifications ||

- Bachelor's degree in a relevant field (e.g., nonprofit management, communications, marketing, or related disciplines).
- Demonstrated experience in philanthropy, development, fundraising or related areas.
- Excellent interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects simultaneously.
- Proficient in using fundraising software and donor databases.
- Passion for education, women's empowerment, and philanthropy.
- Flexibility to work evenings and weekends as needed for events and donor engagements.

|| St. Teresa's Academy is an Equal Opportunity Employer ||