



Director of Advancement

Notre Dame Belmont

Belmont, CA

School

Notre Dame Belmont (NDB) is an independent Catholic college preparatory school for young women, sponsored by the Sisters of Notre Dame de Namur (SNDdeN), dedicated to the educational mission of St. Julie Billiart. The School was founded in 1851, and the first students were enrolled at the Belmont campus in 1923. NDB is located in the heart of Silicon Valley, on over 10 acres of land in Belmont, California, a professional suburban community between San Francisco and San Jose. NDB is a caring and compassionate community committed to promoting justice and peace while developing responsible young women of active faith, strong intellect and Christian leadership. The school is full of 359 dynamic, bright and creative young students who discover their talents, find their voices and are prepared for a life of commitment and purpose. NDB is a place where students feel safe to take academic risks and where their unique gifts are supported and valued.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Position

Reporting directly to the Head of School, the Director of Advancement will lead the school's efforts in cultivating and stewarding relationships with donors, parents, grandparents, alumnae, and community partners. The successful candidate will be crucial in advancing Notre Dame High School's mission by overseeing fundraising initiatives, donor engagement programs, and strategic partnerships. The Director of Advancement will play a key role in shaping the school's priorities and strategies while overseeing the advancement office and driving philanthropic initiatives. The ideal candidate will be both strategic and relationship-focused, ensuring that the school's culture and values remain at the heart of all advancement efforts.

Responsibilities

Fundraising Leadership:

- Develop, direct, and implement comprehensive fundraising strategies for the school's annual fund campaign, capital campaign, alumnae giving, planned giving, major gifts, and fundraising events.
- Collaborate with the Capital Campaign team to create a strategic plan for engaging top donors.
- Attend meetings regularly to support the capital campaign.
- Cultivate relationships with individual donors, foundations, and corporate sponsors.
- Oversee the planning and execution of fundraising events and campaigns.
- Oversee and lead all Advancement volunteer committees.

Alumnae Engagement:

- Lay the groundwork for creating a robust alumnae-giving program
- Develop and maintain strong relationships with alumnae, fostering community and school pride
- Implement initiatives to involve alumnae in mentoring, volunteering, and supporting fundraising efforts.

Communication and Marketing:

- Collaborate with the marketing and communications manager to create compelling materials communicating the school's mission and fundraising priorities.
- Develop and implement a comprehensive communication plan to keep donors and stakeholders informed and engaged.

Parent Relations:

- Oversee and manage the Dads Club and Moms Club
- Provide support for the Athletic Director in terms of fundraising for the Boosters Club



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Strategic Partnerships:

- Identify and cultivate strategic partnerships with local businesses, organizations, and community leaders to support the school's mission and programs.
- Collaborate with the Board of Directors and school leadership to align fundraising efforts with organizational priorities.
- Report updates and progress reports on fundraising and other initiatives to the Board of Directors and Advancement Committee.

Donor Stewardship:

- Ensure timely and personalized acknowledgment of donations.
- Implement stewardship initiatives to maintain strong relationships with donors, keeping them engaged and informed.
- Manage a portfolio of major donors and help steward top donors.

Other:

- Ensure productive working relationships with other school administrators, aligning and integrating advancement work with different areas of the school.
- Prepare, oversee, and manage the department budget.
- Perform other duties as assigned by the Head of School.
- Work with our third-party consultant to ensure all donor record keeping is recorded and acknowledged in a timely manner and that the recording is in accordance with accounting requirements



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Qualifications

- Bachelor's degree in a related field or equivalent experience.
- Minimum of five-years of successful experience in fundraising and development.
- Knowledge of and commitment to Catholic education and values.
- Proven track record of securing major gifts and meeting fundraising goals.
- Outstanding interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders.
- Experience in managing fundraising events and campaigns.
- Strategic thinking and ability to develop and implement effective fundraising strategies.
- Experience with foundation research and grant writing.
- High-energy, self starter with an ability to successfully prioritize and multi-task in an atmosphere in which time sensitive deadlines are the norm.
- Able to work some evenings and weekends.
- Proficient in using Raisers Edge NXT.



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Compensation and Benefits

The salary range is \$150,000-\$180,000. Final salary will depend on several factors, including a candidate's qualifications, skills, competencies, and experience. NDB offers a competitive and comprehensive package, which includes a 403(b) match, healthcare coverage, and a broad range of other staff benefits.

Interested Persons Contact:

Jonathan K. Ball
Managing Associate
Carney, Sandoe & Associates
617-933-3450 (dir)
jball@carneysandoe.com

All inquiries and nominations are kept confidential.

NDB is an equal opportunity employer and makes employment decisions without regard to race, color, creed, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, national origin, physical disability, mental disability, pregnancy, medical condition, genetic characteristics, citizenship, military or veteran status, age, or other categories defined by state law, federal law or local ordinance.



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