

Director of Development

Ursuline Academy of Cincinnati seeks a Director of Development to develop and oversee the execution of a coordinated and strategic approach to Ursuline's Annual Fund and related events. Reporting to the President, the Director of Development will bolster donor engagement in time, talent, and treasure.

The ideal candidate will be:

- A **mission-driven individual** who is passionate about the value and impact of an Ursuline education
- An **intentional community builder** who helps forge valuable connections with and among members of the school community, expanding our relationships locally and across the globe
- An **enterprising project manager** who juggles multiple team projects and approaches shifting priorities with grace and humor
- A **talent developer** who motivates each team member and grows the team's talents and capabilities
- A **systems thinker** who can see the interconnected parts of our school community
- A **collaborative teammate** who readily partners with other school leaders, helping to advance the mission of Ursuline Academy and trumpet the successes of our school and alumnae

Ursuline Academy's Director of Development will:

- Work in collaboration with the President to identify strategic priorities and benchmarks to strengthen the culture of philanthropy at Ursuline
- Independently manage the development team which currently consists of a director of events, database manager, development associate, and two part-time stakeholder engagement liaisons (parent and alumnae relations)
- Provide day-to-day oversight of Ursuline's comprehensive annual giving program
- Establish and cultivate relationships with alumnae, parent communities, business leaders and foundations that inspire them to engage with Ursuline
- Oversee the development budget, ensuring efficient resource allocation and expense tracking
- Lead and coordinate annual fund campaigns, including Ursuline's annual Gives Day and Girls' Schools Unite
- Work collaboratively with stakeholder liaisons and the alumnae association to plan and execute engagement and networking opportunities, including Ursuline's annual reunion weekend and bi-annual Symposium

- Design and supervise fundraising events, including Ursuline's Ultimate Auction gala, donor receptions, and other community outreach events that raise awareness and financial support for Ursuline
- In collaboration with the Director of Communications, develop donor communications and marketing strategies, fundraising materials, and campaign ads that align with fundraising goals
- Work alongside the board development committee and enlist parent and alumnae volunteers to help support annual fund goals
- Attend all development team events to help ensure successful execution and attend select school-wide events to meet and interact with community members
- Revamp Ursuline's grant-seeking processes, including researching funding opportunities and facilitating proposal writing and compliance
- Manage donor recognition efforts, including reinvigorating Ursuline's giving societies
- Maintain accurate database of constituents, ensuring reporting is clear and concise.
- Develop timely reports and analysis of fundraising activities, donor engagement and revenue projections, using the data to identify patterns of success and disappointment

Qualifications

The ideal candidate will be self-directed and bring relevant experience, including a strong working knowledge of Microsoft Office products and willingness to become proficient in the Raisers Edge CRM. Must exemplify the core values of Ursuline Academy and have an enthusiastic and positive approach as an ambassador of Ursuline. Excellent communication and interpersonal skills are essential, including an established track record of impeccable integrity in interactions with colleagues, donors, and volunteer leaders. Must be willing to work some evenings, weekends, and early mornings as well as travel up to three times per year.

How to Apply:

Please email a letter of interest and resume to Jane Dombart (jdombart@ursulineacademy.org) with the subject line, "Director of Development."