

DEVELOPMENT DIRECTOR SISTERS ACADEMY OF BALTIMORE

Sisters Academy of Baltimore seeks a full-time Development Director to lead our ongoing fundraising activities to advance the mission of the school. Reporting to and working closely with the President, the Development Director works in collaboration with the Board of Directors, development staff, Principal, Graduate Support Director, teachers, and volunteers.

Mission

Sisters Academy of Baltimore, a faith-based community-centered middle school, educates girls of different races, ethnic groups, and religions from families of limited economic means, particularly those in southwest Baltimore. The Academy empowers its students to become agents of transformation in their families, communities, and society. Our vision is that our graduates will be well-educated, self-assured, spiritual, and committed young women who are so needed in our community, our nation, and our world.

Sisters Academy is the only school of its kind in the Baltimore area: a private, faith-based, tuition-free middle school for girls from families of limited economic means. All students admitted to the school receive full scholarships. Approximately 98% of our annual operating budget is from development. The development program is well-established and the school has established an endowment. Founded in 2004, Sisters Academy of Baltimore is sponsored together by the School Sisters of Notre Dame, Sisters of Mercy, Sisters of Notre Dame de Namur, and Sisters of Bon Secours.

Major Responsibilities

- Ensure that all initiatives and strategies are congruent with and support the mission, vision, values, and direction of the school.
- Work with the President and development staff to plan and implement strategies to meet fundraising goals.
- Manage strategies and activities for the solicitation and cultivation of scholarship sponsors.
- Research major donor prospects, including individuals, foundations, and corporations.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Collaborate with the President to cultivate new donors and achieve annual goals.
- Serve as the staff member for the Development Committee of the Board.
- Work steadily to significantly broaden the donor base.
- Oversee the production of major publications, including the newsletter, the annual report, web content, brochures, and social media.
- Develop support network from friends of the school and families of students to assist in the activities of the development office.
- Develop and implement new fundraising programs including estate planned giving.
- Continue to increase the scholarship endowment.
- Work with committees on all major fundraising events.
- Perform other related duties as assigned.

Qualifications

- Bachelor's degree required
- A minimum of five year of development experience
- Experience in a faith-based organization or an educational institution preferred
- Knowledge of the Baltimore philanthropic community desired
- Commitment to educating young women in a Catholic school environment that reflects the missions of the four sponsoring religious congregations

- Excellent written and verbal communication skills, strong organizational skills, and keen analytic skills required
- Ability to work as part of a team
- Flexibility with job duties, ability to meet deadlines, effective skills in time management.

About Sisters Academy of Baltimore

Sisters Academy of Baltimore has a record of organizational success. The Board of Directors guides the growth of the school through its strategic plan. Some of our major organizational accomplishments are the following:

- 100% of the graduates in our first twelve classes have graduated from high school.
- 90% of our graduates from high school entered college.
- All (100%) of the graduates of the past four years are in high school and 90% of them are in private or selective public high schools.
- We are accredited by the Association of Independent Maryland and D.C. Schools (A.I.M.S.).
- We have raised sufficient funds to meet our annual financial objectives and operate without tuition since our opening. We have completed an audit each year.
- We purchased and renovated our school buildings during 2006-2007 and have no debt.
- We have established an endowment.

The school has a clear vision of its mission and goals, an impressive record of student success, committed and experienced personnel, an effective governance structure, a financial plan, and a school improvement plan designed to ensure continued success.

For more information about the school, visit www.sistersacademy.org.

Application Process

Interested candidates may apply by submitting the following materials:

- a cover letter presenting interest in and qualifications for the position
- a current resume
- the names and contact information of three references

Submit application materials electronically to:

Kaliq Simms, President
Sisters Academy of Baltimore
Phone: 410-242-1212

Send to ksimms@sistersacademy.org. Applications will be reviewed upon receipt. Sisters Academy will continue to accept applications until the position is filled.

Sisters Academy of Baltimore does not discriminate on the basis of race, ethnicity, color, religion, sex, gender identity, marital status, age, disability, handicap, sexual orientation, national origin, genetic information, or any other legally protected classification in any of its educational programs and activities with respect to admission or employment.

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