



# ST. MARY ACADEMY | Bay View

## **Director of Development & Alumnae Relations**

St. Mary Academy - Bay View is an independent, Catholic school serving a diverse population of girls from preschool through grade twelve. In the tradition of the Sisters of Mercy, we foster academic excellence in an innovative and creative learning environment. We are committed to empowering each student to be a confident, independent, compassionate, and socially conscious young woman who fully lives her faith.

### **School Overview**

For nearly a century and a half, St. Mary Academy - Bay View ("Bay View") has educated and empowered young women, instilling a passion for knowledge and a commitment to service. Inspired by the legacy of Catherine McAuley, the visionary foundress of the Sisters of Mercy, the Academy stands as a beacon of academic excellence. The Academy's core values of compassion and service permeate every aspect of the educational environment, fostering an atmosphere where leadership, inquiry, and innovation thrive. Rooted in the Mercy Critical Concerns of Women and Girls, Earth, Immigration, Nonviolence, and Racism, the Academy strives to provide a holistic education that nurtures intellectual growth and cultivates social responsibility and global awareness.

### **Mercy Education Core Values**

•Compelled by Mercy •Educational Courage •Inspired by Faith •Principled Leadership •A Voice for Dignity & Respect

### **Position Summary**

The Director of Development & Alumnae Relations oversees all fundraising and alumnae engagement activities for St. Mary Academy - Bay View including the Annual Fund, leadership gifts, special events, grants, and planned giving. In addition, the Director plans and executes the vision and strategy of St. Mary Academy - Bay View related to alumnae engagement to enhance loyalty, dedication, and support for the Academy. The job is accomplished through the individual's own direct efforts as well as effectively leveraging the skills and volunteer contributions of Bay View parents and alumnae, Board of Trustees, and staff.

The school will celebrate its 150th anniversary during the 2024-25 school year. Leveraging this milestone will be a priority for the Director. The school is led by President Amy Gravell '93, who is an accomplished fundraiser. The Director will find success through partnering with the President, introducing her to the community, connecting her with top donors, and engaging with the school's deep alumnae base. With the 150th beginning after the summer, the next Director will need to hit the ground running.

### **Opportunities and Priorities**

Leverage Bay View's 150th Anniversary to (A) broaden and strengthen relationships, (B) grow Bay View's culture of philanthropy, and (C) develop and execute the school's leadership and individual giving strategies. The following will be of utmost and immediate concern:

### **ALUMNAE RELATIONS**

Cultivate a culture of philanthropy among the school's deep alumna base. Engage in a way that helps alumnae feel valued and welcome.



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## **ANNUAL GIVING**

Educate alumnae and parents (current and former) about the importance of philanthropic support of the Academy. Leads and coordinates the efforts in the identification, cultivation, solicitation, and stewardship of donors.

## **LEADERSHIP GIFTS**

Develop a Leadership Gift and Individual Giving Strategy that involves connecting the President with top donors.

## **EVENTS**

Expand the philanthropic scope of the school's main fundraising event, Back to the Bay Weekend, and maximize results of the 150th Anniversary Gala. Additionally, attend and participate in a variety of fundraising, stewardship, community-building, and other campus events throughout the year in order to stay informed and updated on school activities.

## **Director of Development & Alumnae Relations**

The next Director of Development & Alumnae Relations will have a proven fundraising track record and have independent and/or Mercy/Catholic school experience, and/or non-profit philanthropic experience. The ideal candidate will embody the following competencies and should be able to respond to them in their cover letter.

### **BE A:**

- Gifted Relationship Builder
- Master Storyteller
- Team Player & Collaborator
- Passionate, Energetic, & Committed Connector
- Fierce Advocate for All Girls Education

### **POSSESS:**

- Drive & Ambition
- Confidence & Gravitas
- High Emotional Intelligence
- Ability to Read the Room
- Entrepreneurial Spirit & Courage

### **Benefits:**

- Medical & Dental Insurance
- Employee Assistance Program
- Group Retirement Plan
- Tuition Remission with Bay View and Bishop Hendricken
- Paid Vacation, Personal, Sick, and Holiday Leave
- Summer Schedule: Mon. – Thurs. from 8am – 2pm with Fridays off (as workload allows)
- Professional Development Allowance
- Relocation Assistance, Negotiable.

St. Mary Academy- Bay View has retained IndySchool Consultancy to conduct the search for the Director of Development & Alumnae Relations.

**Opportunity Statement Link:** [Click Here for Full Opportunity Statement](#)



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**To Apply:**

Candidates should send a current resume, cover letter specific to this opportunity statement, and a list of five professional references to Tim Viands, President, IndySchool Consultancy at [tim@indyschoolconsultancy.com](mailto:tim@indyschoolconsultancy.com). The salary will be competitive and commensurate with experience. NOTE: Strong candidates may be considered before the application deadline of June 15, 2024.

*An Equal Opportunity Employer, St. Mary Academy | Bay View commits itself to maintaining a welcoming environment for all people and extends its welcome to those who may be vulnerable to discrimination on the basis of their race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, military status, or other legally protected status.*