

Executive Director of Advancement and Alumni Relations at La Salle Academy – New York City

Job Purpose: To administer the development, fundraising and public relations activities at La Salle Academy in order to procure and ethically manage the resources necessary to carry out its educational mission.

General Responsibilities: The Executive Director of Advancement and Alumni Relations serves as the manager of the Advancement Office and reports to the President or his/her designee. He/she is a member of the Advancement Committee of the Board of Trustees. Among the responsibilities of the Executive Director of Advancement and Alumni Relations are the following:

- facilitates the smooth functioning of the Advancement Office; administers the budget; supports and supervises the work of the other employees in the office and any *ad hoc* services which are contracted
- articulates the mission of La Salle Academy to a broad range of constituents
- creates an annual development calendar and sets goals for the fiscal year in concert with the President and the Chair of the Advancement Committee
- oversees and coordinates an ongoing Annual Fund appeal, employing a direct mail and email strategy
- integrates an e-philanthropy platform to encourage seamless participation of donors
- sets up visits enabling the President (and Board members) to solicit current and potential donors, assists the President in the development of prospect lists, and creates cultivation materials
- serves as major contact, along with the President, for donors, organizations and foundations
- accepts his/her own portfolio of prospects in addition to those connected with the President
- accepts responsibility for the personal stewardship of leading donors
- nurtures Alumni Relations and serves as liaison with Alumni Association
- assists program coordinators of La Salle Works and Guest Lecture Series in tapping professional skills of alumni
- analyzes donor giving histories, making recommendations about patterns and potential, and assists the President with the implementation of those recommendations
- maintains regular communication with the Director of Finance and generates an annual Investors' Report
- coordinates outreach efforts through various in-house and external events
- demonstrates acquaintance with estate planning
- is willing to travel to meet donors (both local and overnight trips); possesses a valid driver's license
- prepares for the launch and execution of a capital campaign
- provides regular reports to the President and quarterly reports to the Board of Trustees

Disclaimer: The responsibilities listed above are representative of the position and are not all-inclusive.

Resumes should be emailed to Employment@lasalleacademy.org

