



OFFICE OF MISSION ADVANCEMENT
Director of Alumnae Engagement and Philanthropy
Reporting to: Executive Director
Supporting: Advancement Committee of the Board of Trustees

Background

Fontbonne, The Early College of Boston, a sponsored ministry of the Sisters of St. Joseph, is a private, Catholic 9th - 12th grade high school enrolling on average 250 students from 32 different towns and cities, representing young women from diverse cultural, religious, ethnic and racial groups. Fontbonne is independently incorporated as a 501c3 and overseen by a Board of Trustees that is responsible for governance, fiscal well-being, and the implementation of the mission.

For 66 years Fontbonne has been educating girls so that they may grow into women of strong moral character, grounded in Catholic social justice teachings, and who live by the Gospel values of respect, responsibility, reconciliation and reverence. Fontbonne provides a learning community that is committed to nurturing our students in scholarship and service; guiding and empowering them as they learn to use their voice and grow into future leaders.

College admission statistics are impressive with 100% of seniors accepted to four year colleges, including those in the top 10% of U.S. colleges and universities; such prestigious institutions as Wellesley, Harvard, Stanford and Amherst. In 2019, Fontbonne rebranded as the Early College of Boston, offering students opportunities to earn college credits from Regis College. We are currently building out various mentoring and internship programs for students as well. Throughout the COVID-19 pandemic, Fontbonne has received accolades for our Distance Learning models.

This is an opportunity to impact the lives of girls through high quality education.



Job Description

Fontbonne is seeking a dynamic, full-time Director of Alumnae Engagement and Philanthropy to report to Fontbonne's Executive Director, and work with an Advancement Office team of three other staff, including the Director of Communications, to continue to build a best practices Advancement program and grow philanthropic support for Fontbonne. The Advancement team is seeking to raise \$1.5M in the current fiscal year, which will provide critical tuition support to our students and their families.

The Director of Alumnae Engagement and Philanthropy is an exempt position responsible for meeting an annual revenue goal, as part of this overall team goal. The revenue goal will be met by developing and managing initiatives to best engage alumnae and parents, including a small portfolio of major givers, to raise funds to support Fontbonne, while also ensuring that donors find meaning in and gratitude for their giving.

The Director of Alumnae Engagement and Philanthropy will get to know Fontbonne well, and help to shape the strategies, messaging, communications, relationship development, and cultivation and fundraising events that will expand the base of philanthropy on which Fontbonne relies.

Responsibilities

The Director of Alumnae Engagement and Philanthropy is responsible for:

- Alumnae Engagement and Giving:
 - Structure and implement new initiatives in support of engaging alumnae and growing alumnae giving approximately 50% a year. This includes:
 - developing a volunteer leadership network;
 - creating new formats for class giving initiatives, including reunion and reunion giving;
 - engaging in robust outreach to and communication with alumnae; connecting alumnae with the school and their peers
 - Work with the Executive Director to:
 - develop and grow an alumnae major gifts portfolio and related recognition
 - develop and steward deep relationships with multiple touchpoints a year with a small group of major gifts donors and prospects
 - implement a planned giving program
- Parent Engagement and Fundraising
 - Develop and grow a Parents' Fund, developing a culture of philanthropy amongst the current/past parent community
 - In collaboration with the Events and Community Engagement manager, plan and implement parent/past parent cultivation and fundraising events; and ensure stewardship
- Data Quality and Advancement Reporting

- Advancement best practices are built on solid data, and relevant reports that drive action and clearly report results. The Director of Alumnae Engagement and Philanthropy will become fluent in the Fontbonne Advancement database; ensure data quality; and oversee and produce reports as needed and requested

Fontbonne has a small, entrepreneurial Advancement Team, and collaboration is essential to meeting Advancement goals. Thus, the Director of Alumnae Engagement and Philanthropy has collaborative responsibility for campaign development and execution; communication with donor communities; cultivation and fundraising events; and corporate and foundation partnerships.

Education and Experience

- Bachelor's degree with five years minimum experience in development or closely related field
- Knowledge of principles and best practices of fundraising in academic settings; experience fundraising in a school setting a plus
- Proven track record of raising 5 and 6 figure gifts
- Wealth screening experience a plus
- Microsoft Access familiarity a plus

Skills and Abilities

It is critical that the Director has an entrepreneurial, growth-oriented and goal-oriented mindset; thinks and communicates strategically; is highly organized; and has excellent written and verbal communication and relationship skills. The Director must also possess excellent data analysis and database management skills; and the ability to work cooperatively and in a team spirit across all constituencies. Project management skills as well as excellent organizational and time management skills with strong attention to detail are necessary. The Director must understand and accept the charism and mission of the Sisters of St. Joseph, the philosophy and mission of Fontbonne Academy and the Employee Handbook, and have a passion for fundraising in an all girls school community. Proficiency in Microsoft Office, Google Suite and CRM Software is needed as well as flexibility to work evenings, weekends and moderate travel as needed.

The Congregation of the Sisters of St. Joseph and the Sponsored Ministries, including Fontbonne Academy, are equal employment opportunity employers. Consistent with those religious exemptions provided in statutory and constitutional law, employment decisions are based on merit, job requirements and qualifications, and organization needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Fontbonne Academy complies with the law regarding reasonable accommodation for handicapped and disabled employees. It is the policy of Fontbonne Academy to comply with all the relevant and applicable provisions of the Americans with

Disabilities Act (ADA) and the Massachusetts Fair Employment Practices Act. Fontbonne Academy will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

Interested Candidates should send a cover letter and resume in MS word or pdf format to jobs@fontbonneboston.org. Please include the title of the position and your name in the subject line.

