



IMMACULATA CLASSICAL ACADEMY

DIRECTOR OF MISSION ADVANCEMENT

Immaculata Classical Academy is searching for an experienced fundraising professional to serve as the Director of Mission Advancement. Immaculata Classical Academy is an independent Catholic, classical school for the whole family, including children with special needs with a special emphasis on children with Down Syndrome. We serve children in the Louisville area from preschool through high school. Our mission is to provide a rigorous education in the liberal arts that produces men and women of character, virtue, and holiness.

The Director of Mission Advancement reports to the Principal and will play a crucial role as a member of the school's Development Team, primarily focused on developing, cultivating, soliciting, and stewarding donors across the major gifts pipeline, as well as fostering a culture of philanthropy.

ESSENTIAL FUNCTIONS

Major & Planned Gifts

Approximately 85% of time will be spent on the following essential job duties:

- Responsible for securing major, planned, and capital gifts for Immaculata Classical Academy
- Collaborate with the Principal and Board to determine major gift fundraising objectives
- Manage a portfolio of 125 prospects in active cultivation/solicitation
- Complete 300 meaningful, recorded contacts per year
- Responsible for completing an average of 10-15 personal donor visits per month
- Present a minimum of 20 proposals annually at \$10,000 or above
- Communicate with leadership, faculty, and key constituents to identify fundable needs
- Coordinate visits of prospects and donors to the Immaculata Classical Academy campus
- Prepare and present proposals and materials orally and in writing to prospects and existing donors
- Have a demonstrated passion for an unapologetically Catholic school steeped in the Classical Liberal Arts tradition that focuses on developing the whole person within the whole family
- Serve as an ambassador for Immaculata Classical Academy at community events including speaking engagements
- Work with the Director of Development and the Leadership Team to grow major sponsorships for key events. Develop an annual corporate sponsorship menu that includes event sponsorships as a benefit

Administrative

Approximately 15% of time will be spent on tasks including updating contact reports in the organizations CRM to record moves with donors/funders and other administrative tasks essential to meeting organizational goals and ensuring cohesiveness in development efforts.

Ongoing Responsibilities

- Qualify a group of prospects and donors, segmenting them into major gifts and planned gifts.
- Create a communication and solicitation plan for each person and entity on major gift caseload. This plan should be based on the donor's passions, interests, history of giving, and potential.
- Collaborate with the Director of Development to secure major sponsorships and matching gifts for fundraising events.
- Collaborate with the Principal, Leadership Team, and the Board on development efforts



- Work with leadership to secure appropriate project information, including budgets, and create offers, proposals, and asks that will be used to secure gifts.
- Create reports as required that accurately reflect caseload activity and performance.
- Perform other donor activities as required.

ACCOUNTABILITY

- Qualify prospects and segment them into categories based on their giving and their potential.
- Create and execute a personal contact and ask plan that considers the donor's/funder's interest, motivations, giving patterns, and ask preferences.
- Secure project and organization information to create and write effective offers, proposals, and asks.
- Secure information that can be sent back to donors to report on how their money was used.
- Create timely reports, as required, that reflect caseload performance.
- Manage relationships, deadlines, and budget while adhering to the policies and procedures and ability to get along with peers, management, and maintain a positive attitude while solving problems.
- Protect and further the mission, goals, and values of Immaculata Academy.

COMPETENCIES

- Familiarity with the organization and its needs, sufficient to know when others in the organization should be involved in addressing organizational challenges.
- Critical Thinking: Able to make substantial contributions on behalf of a project in matters of complex planning and coordination, including organizational strategic planning and formation of cross-departmental project teams.
- Decision Making: Assumes significant leadership responsibility to develop and execute prospect solicitations that are in line with organizational strategy, mission, and vision with organization-wide impact

QUALIFICATIONS

- Faithful, practicing Catholic willing to make an Oath of Fidelity to the Magisterium of the Catholic Church
- Bachelor's degree required; advanced degree preferred
- Minimum of five years of fundraising experience or closely related area
- Proven ability to cultivate, solicit, and steward gifts at the 5 and 6 figure range
- Demonstrated success in building meaningful relationships
- Proven success with developing and securing community partners and sponsorships
- Excellent speaking and writing abilities
- Accustomed to goal setting and achievement
- Proficiency in MS Office suite
- Experience in Neon, Raiser's Edge or similar CRM
- Pass criminal background check and drug test
- Willingness to work a flexible schedule at times to accommodate the demands of the position, including weekend and evening hours. Local travel expected.

BENEFITS

- Salary commensurate with qualifications/experience
- Work in a family orientated, positive environment
- Professional development support

TO APPLY

Before applying, interested candidates should visit our website and YouTube channel — immaculata.org — to learn more about our vision and mission. To begin the application process, please email a cover letter and résumé to Glenn Kosse at gkosse@h2rconsultingllc.com.



Applicants must be legally authorized to work in the United States.

Immaculata Classical Academy is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.