

# Academy of Our Lady of Peace

## Director of Development

### About OLP

As the oldest high school and only all-girls' Catholic high school in San Diego, the Academy of Our Lady of Peace (OLP) is committed to providing young women unparalleled leadership opportunities in an innovative learning environment, amongst a community that celebrates a diverse culture of sisterhood. Sponsored by the Sisters of St. Joseph of Carondelet (CSJ), the school continues to preserve their legacy, although the Sisters are no longer on campus, in which girls become "women of heart, women of faith, and women of courage."

The OLP tradition has thrived for 140 years as the school's leadership has responded to the needs of the times, iterating along the way, to ensure young women are provided an education rooted in excellence. The juxtaposition of being both the oldest school, while simultaneously being a school committed to offering a visionary and innovative curriculum to young women, is what sets OLP apart!

Our historic campus was built in the early 1920's and recently renovated for the 2020-21 school year as part of the \$24 million Boundless Capital Campaign including the 40,000 Esther Sanfilippo Navarra Hall and Shiley Center for Science and Innovation. The school broke ground in March 2022 on a new 20,000-square-foot state of the art Academic Building with a 5,000-square-foot Library and Learning Center, and a Performing Arts Complex, with an anticipated completion in September 2023.



### The Candidate

OLP is seeking an individual committed to the values of the Sisters of St. Joseph of Carondelet, the mission of an all girls' catholic education, and a passion for strategic leadership as the next Director of Development . This new position will have the extraordinary opportunity to join OLP as the school culminates its first comprehensive capital campaign, *Boundless*, and looks to future initiatives around building a robust endowment, increasing major gifts to meet ongoing aging facility needs, a vision to expand school grounds allowing for access to athletic fields, and deepening relationships across constituencies. Reporting to the Head of School, the Director of Development will join a dynamic team of leaders on the Head of School's Executive Leadership Team and work collaboratively with the Board of Trustees and other critical stakeholders to ensure the fiscal stability of OLP.

This mission-driven leader is expected to provide extraordinary vision, strategic guidance, and tactical management for the Office of Development. The successful candidate will continue building relationships with vital constituencies and securing the financial resources necessary to maintain OLP ascent as a nationally recognized all girls' school. The successful candidate will also be a respectful, engaged, analytical, and an entrepreneurial leader with a demonstrated commitment to academic excellence, inclusivity and belonging, student success, and innovative growth.



# Leadership Opportunities

*There are several unique leadership opportunities to refine current and develop new approaches to development and alumna relations:*

## ● Build upon the success of the **Boundless campaign**

Channeling the energy driven from the school's first comprehensive capital campaign that raised upwards of \$12 million, the school has identified the need to strengthen our existing Endowment funds. Furthermore, aging facilities and the vision to expand school grounds, allowing for access to athletic fields, looks to the need for ongoing capital campaigns of varying sizes, engaging major donors. These priorities necessitate the need to secure significant commitments in order to address the strategic funding priorities for the future of OLP. The next campaign will also serve as an important opportunity to engage in and deepen relationships with a growing alumna and network of friends, foundations and corporations.



## ● Further develop alumna engagement strategies

Alumna relations has a unique opportunity to continue to partner with the annual OLP Women's Symposium, along with the Academic Departments and Assistant Head of School in developing partnerships that will provide robust internship and career opportunities for OLP students, while further linking OLP to corporate sponsorships. Strengthening intentional collaboration will greatly enhance the overall student experience and contribute to student outcomes, while also providing meaningful opportunities for involvement with alumna.

## ● Strengthen a culture of philanthropy

Provide the vision, goals, education, infrastructure, and operating procedures to manage some of the school's most important relationships, thereby increasing coordination and collaboration on behalf of the school and with the broader community. Work with academic and staff leadership to identify key opportunities for various corporate, foundation, and alumna partners to participate in and augment the overall OLP development objectives. Further diversification of giving opportunities for all constituents, including planned giving and estate giving, linked with ongoing educational and learning opportunities.

## Required Qualifications

*We seek an experienced development professional with progressively responsible managerial and leadership positions in development; a proven track record in principal and major gift fundraising; and a broad understanding of the various roles, functions and responsibilities of the different units within the Office of development. Direct experience in non-profit fundraising is required, and school philanthropy is preferred. A bachelor's degree from an accredited university is required, and an advanced degree is preferred. In addition, a qualified candidate for this leadership position will have:*

- An understanding of and personal commitment to OLP's mission, all girls' catholic education, and the Sisters of St. Joseph of Carondelet.
- Experience conducting or managing prospect discovery and pipeline development, as well as cultivating and soliciting major gifts from individuals, foundations, and/or corporations.
- Successful experience participating in the planning for, or implementation of, a multi-faceted comprehensive campaign.
- Demonstrated experience in developing traditional and virtual alumna and constituent engagement efforts while unapologetically championing philanthropic participation.



## Required Qualifications Continued

- History of identifying, cultivating, and retaining trustee candidates and other key volunteer committee members.
- Ability to serve and add value to the high-performing and dynamic senior leadership of the school.
- Experience managing and mentoring staff to effective, metrics-driven performance, leading with a sense of confidence and honesty, and challenging them to meet quantitative goals and outcomes in a cooperative, inclusive, and competitive team environment.
- Models and embodies a personal values system that promotes and celebrates a collaborative workplace culture that recognizes and values diversity, equity, and inclusion.
- Demonstrated ability to act with discretion and maintain confidentiality.
- Proven ability to multitask with strong time management skills and the ability to address competing priorities in a dynamic, high-performance environment.

## Responsibilities

*The Director of Development is responsible to work with and for the Head of School in the successful development of the mission of OLP. In order to accomplish this, the Director of Development's responsibilities include, but are not limited to, the following:*

- Crafting a vision for the development program in support of the strategic plan's goals and strategies by:
  - Promoting and actively supporting a culture of philanthropy at OLP.
  - Develop and successfully execute a long-range, data-driven, aggressive strategic plan for Development that supports this vision, updating the plan annually.
  - Ensuring all annual plans, goals, action plans, timelines, budgets, and outcomes for each of the development departments are completed and implemented.
  - Crafting and implementing a vision and plan for an innovative alumni engagement strategy reflective of the diversity of OLP.
- Fostering a strong and collaborative partnership with school leaders by:
  - Serving as a member of the Executive Leadership Team, gaining broad awareness of school operations while educating faculty, staff, parents and students on the school's culture of philanthropy.
  - Actively supporting the Head of School's work with major gift generation and cultivation.
- Attend Board of Trustee meetings and serve as a liaison on designated Committees of the Board as needed.
- Strengthening the policies, processes, and procedures that facilitate collaboration with the school's operations, including but not limited to communications; finance and administration; the annual audit; gift processing, endowment, etc.
- Identify and cultivate new and existing major gift relationships.
- Demonstrating a culture of transparency, collaboration, and open communication about philanthropic and alumna strategies with the campus community, key volunteers, etc.
- Providing effective leadership by:
  - Overseeing all aspects of the Office of Development including annual, major, and planned giving activities; engagement of alumna, friends, and other constituencies (community, corporate, etc.); stewardship and reporting; endowments; prospect research and management; development services; and event management.
  - Managing the staff, supervising the creation of measurable outcomes through annual operational plans with key performance indicators, and evaluating performance.
  - Developing and implementing an effective prospect management system to ensure productive donor identification, cultivation, solicitation, and stewardship, working closely with the Head of School, administrators, faculty, Trustees, and others who can assist with this process.
  - Working with major gift staff to develop and implement complex and sensitive strategies and plans for solicitation of individual, corporate, and foundation prospects.
  - Managing a focused personal portfolio of 50-75 principal and leadership gift prospects and donors.
  - Provide leadership to key volunteer committees.
  - Creating within the department a commitment to team unity and success while allowing for the praise of individual performance contributing to such success.
  - Providing professional development and performance assessment.
  - Represent OLP at events and functions, traveling as necessary to achieve the school's goals.



# Desired Characteristics

- Unafraid to employ creative and versatile methods to counter emerging challenges, demonstrating flexibility and remaining emotionally steady through setbacks.
- Has a growth and builder mindset, entrepreneurial spirit, and a commitment to continuous improvement.
- Demonstrates strategic leadership and an energetic, driving personality that proactively pursues collaborative teamwork and partnerships, both internally with school leadership and externally in the community.
- Ability to successfully leverage evolving change in diversity of alumna and works to strategically engage all stakeholders.
- Capacity to integrate new technology to manage workload and the needs of a diverse culture.
- Understanding of the requisite groundwork for organizational transformation and change management.
- A persuasive communicator who is able to listen effectively, has strong oral and written communication skills, and a demonstrated ability to compellingly and comfortably communicate with a variety of audiences, inspiring support, involvement, and investment.
- Proven ability to initiate and nurture highly effective interpersonal relationships with individual trustees; prospects and donors; faculty, staff, students; and other external constituencies.

# Application Process

This retained search is managed by Mary Law Executive Search, the California leader in placing nonprofit and private school Finance and HR professionals.

Mary Law  
Mary Law Executive Search  
[mary@marylawexecutivesearch.com](mailto:mary@marylawexecutivesearch.com)  
925-785-6991



## Salary and Benefits

This position is a full-time, exempt status, 12-month, on-site senior leadership position that manages and oversees personnel. There are opportunities for flexible, hybrid work during student vacation times, depending upon job demands and requirements, and with the approval of the Head of School.

The school offers a comprehensive benefits package for all full-time employees including 100% employee premium coverage of medical, dental, vision, disability, life insurance, employee assistance program, and teladoc. The school shares in the cost toward dependent premiums. Other optional programs such as identity theft, legal insurance, 403(b) Retirement Plan are also offered. The school also partners with the Diocese of San Diego to offer a pension plan. The school invests the required contribution for the employee for those with work scheduled over 20 hours a week. Benefits are reviewed annually by the school and are outlined in the Benefits Handbook.

Full time non-faculty employees accrue vacation in addition to the provided sixteen paid holidays, commensurate with years of service as outlined in the Employee Handbook.

The salary range for this position posting, commensurate with experience and degrees, is \$85,000 - \$132,000.

## Starting Date

This position is seeking to hire a leader to begin by March 1, 2023, but will work with all candidates to find a date amenable to their current work situation. OLP understands that leaders currently serving in a management position will need to provide appropriate time to transition a team, and will work with employees to find a conducive start date.