



The Loyola School Director of Advancement

The Loyola School

The Loyola School (TLS) began in 2017 providing comprehensive, year-round pre-school (2–5-year-olds) to children from underserved neighborhoods in Baltimore City. In 2021, TLS launched a comprehensive capital campaign to renovate five rowhomes and expand the mission by opening Loyola Elementary (grades K-4), adding a grade each year. The Loyola School completes the final piece of a Jesuit ecosystem of schools founded by Rev. William Watters, S.J. who first founded St. Ignatius Loyola Academy in 1993 (grades 5 through 8) and Cristo Rey Jesuit High School (grades 9 through 12) in Baltimore in 2007. The Loyola School is a tuition-free school with an annual budget of \$3MM and the capacity to serve 200 students in preschool through grade 4.

Position Overview:

The Director of Advancement manages all aspects of fundraising for The Loyola School (TLS) which includes Scholarship Sponsors, the Annual Fund, Major Gifts, Foundation Relations, Planned Giving, Grants, Special Events, Stewardship, and Communications. With a primary focus on donor strategy, the Director of Advancement leads the advancement team in fundraising, marketing, and communication efforts. The advancement team serves to engage current and new donors, increase financial investment in TLS, and build an increasingly strong and diverse network of stakeholders. As the chief fundraiser for TLS, the Director of Advancement spends considerable time cultivating and stewarding donors and prospects to secure scholarships, grants, and major and transformational gifts. The Director works closely and in partnership with the Preschool Director and Elementary School Principal, collaborates with program staff to support funding needs and priorities and works with the Board of Trustees. She/he leads the advancement team in setting and achieving annual and long-range fundraising goals and measuring progress throughout the year to ensure success. Additionally, the Director oversees the school's Communications to ensure consistent branding, clear and targeted messaging, and strengthened relationships with donors. The Director reports to the President and is a member of the leadership team.

Overall Responsibilities:

The Director of Advancement works with the President to develop an annual advancement plan and oversees implementation of a comprehensive solicitation program including donor acquisition and renewal, stewardship, events, corporate and foundation grants, annual fund, and student sponsorship with measurable outcomes. Other duties include:

Fundraising

- Develop a management system to identify and manage a portfolio of donors and prospective major donors, developing individual plans for cultivation, solicitation, and stewardship.
- Develop, maintain and strengthen relationships with individuals, local corporations, government agencies, and foundations and serve as lead steward along with the President.



THE LOYOLA SCHOOL

Preschool / Elementary

- Develop innovative ways to expand the donor base, including annual giving, special events, giving days, appeals, corporate and foundation partnerships, major gifts, tax credits, estate planning, etc.
- Oversee the creation of donor-related materials including the annual report, newsletter, print and electronic appeals, stewardship communication, meeting packets, and solicitation materials for Board members and volunteers to support their involvement in the solicitation process.
- Broaden and extend an overarching marketing and identity strategy that integrates the school's mission, vision, and tradition in all materials: print, digital and online platforms: websites and social media, i.e., Facebook and Instagram.
- Prepare or delegate preparation of written and verbal proposals, scholarship proposals, grant proposals, endowment and planned giving agreements, concept and informational materials, and other materials needed to secure gifts in collaboration with team members and colleagues, as appropriate.
- Manage the Advancement budget, forecast revenue vs. actuals and cash flow estimates. Provide reporting on fundraising activities as needed.
- Collaborate with the President and Preschool Director and Elementary School Principal to coordinate baseline annual fundraising targets with admissions, and organizational strategic objectives and budget.
- In coordination with the President, Preschool Director and Elementary School Principal, create opportunities to increase the visibility of the school through strategic partnerships, events, and special initiatives as schedule and budget permit.

Management

- Provide leadership for the office's professional, consultant, and volunteer staff. Supervise and evaluate the team to ensure that members have the tools needed to successfully accomplish their jobs.
- Communicate regularly with the President, Preschool Director and Elementary School Principal to strategize about status of admissions, stewardship, prospects, proposals and appeals, and evaluate areas that need focus and growth.
- Oversee the management of the school's donor and prospect databases and ensure they are properly maintained. Monitor, maintain, and expand the database program for advancement department and school growth, as needed.
- Explore new ideas through professional growth opportunities.
- Develop internal controls, keeping them current and in compliance with procedures and external requirements.
- Work collaboratively with the Business Office to reconcile gifts monthly.

Leadership and Board

- Participate actively in leadership team meetings to strategize and position the school for a successful future.
- Coordinate regular meetings with the President, leadership team and staff, prepare reports, and meeting agendas.
- Meet quarterly with Board members to report updates on Advancement Office activities and progress towards goals.



Qualifications

- Four-year college degree required.
- Minimum of 3 years of successful professional fundraising experience demonstrating increased responsibilities with at least one non-profit organization.
- Experience working with an organization focused on eliminating poverty or an educational organization is a plus.
- Ability to assume responsibility for and grow the advancement department.
- Familiarity with the Baltimore and national funding community.
- Excellent and effective active listening, persuasive writing, public speaking, and interpersonal skills.
- Proficiency in managing fundraising databases and implementing fundraising and marketing campaigns, including the use of social media platforms, required.
- Skilled in MS Office Suite applications essential.
- Understanding of the Jesuit tradition, including such social justice issues as poverty, homelessness, hunger, etc. a plus.
- Must be able to physically navigate several floors and buildings on multiple blocks.

This is a full-time, twelve-month, salaried, exempt employment position with occasional evening and weekend responsibilities. The successful candidate will begin her/his duties in spring 2025. Pay: \$80,000.00 - \$90,000.00 per year, commensurate with experience and a possible opportunity for a performance-based bonus.

TLS offers a comprehensive benefits package including health benefits, funding for continuing education, and an employer matching 403(b) retirement plan. Interested candidates should email a cover letter addressing position qualifications and related experience, and a resume to careers@loyolaschoolbaltimore.org.

TLS actively seeks diversity in all categories of employment and at all employment levels. Individuals are treated without discrimination based on race, color, creed, sex, sexual orientation, age, religion, national origin, marital status, disability or any other impermissible factor in accordance with federal, state or local law.