



INCARNATE WORD ACADEMY

A CATHOLIC COLLEGE PREPARATORY FOR YOUNG WOMEN, EST. 1873

Title: Director of Advancement
Supervisor: President
FLSA: Exempt
Work Location: Onsite

Mission, Values, and Sense of Community

- Ensures that the mission and values of the Academy are upheld
- Gives witness to integrity and respect while representing Incarnate Word Academy in the broader community
- Engages and becomes part of the Incarnate Word Academy community
- Serves all IWA families with compassion and respect

Position Summary:

- Advancement is responsible for donor relationship building, cultivating and acquiring significant gifts and planned giving, annual fund, scholarship endowment, student-led raffle, alumni relations, and special events, including a yearly gala/auction. The Director leads a 4-person team to implement a goal-driven program. The director's primary focus is securing significant gifts and building relationships to bolster philanthropic support.

Essential Duties and Responsibilities:

- Provides a clear vision for how the department will do its work
- Leads, motivates and supports the advancement team to meet the fundraising goals
- Supervises the team in their responsibilities of annual fund, raffle, and special events, specifically annual gala/auction, alumnae relations, and database
- Secures major gifts
- Prepares the annual advancement for review and approval
- Oversees account reconciliation with the finance department and prepares BoA advancement reports
- Identifies and builds relationships with donors (corporate, foundations, and individuals) to engage them to share in the IWA mission
- Secures significant gifts
- Continues to develop an effective planned giving program
- Maintains and increases the scope of the grants and foundations program
- Provides team member coaching when necessary to support fundraising efforts
- Works closely with the Board of Advisors' Advancement Committee

The successful candidate will possess the following:

- Sound knowledge of fundraising principles and strategies
- Strong written, verbal, and interpersonal skills
- Be a self-starter and can multi-task
- Time management skills and flexibility with job duties
- Excellent management and supervisory skills
- Proficiency in MS Office Suite, Google Drive
- Knowledge of platforms such as Blackbaud, Raiser's Edge, and OneCause preferred

Requirements:

- Undergraduate degree from an accredited institution or university
- Minimum of 5 years of experience in a senior development / advancement role with a proven successful track record
- Familiarity with the Houston philanthropic community and, preferably, with those within the Catholic community

The above statements describe the general nature of work individuals perform in this job classification. They are not intended to be an exhaustive list of all responsibilities, duties, or qualifications required of individuals in this job classification. All job classifications may have other duties assigned on an as-needed basis.

How to Apply: Email your resume and cover letter detailing your fundraising philosophy, notable accomplishments, and experience that would directly benefit Incarnate Word Academy to lbeck@incarnateword.org