

DIRECTOR OF ADVANCEMENT SEARCH

CATHEDRAL HIGH SCHOOL

Boston, Massachusetts
cathedralhighschool.net

Start Date: July 1, 2024



CATHEDRAL
7-12 HIGH SCHOOL • BOSTON



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Cathedral High School is a Catholic, urban, and coeducational college preparatory school committed to excellence and social justice. Within an environment that encourages our scholars to reach their full potential, Cathedral students are expected to make lasting and powerful impacts in their local, national, and global communities. Our mission, since our establishment in 1926, is to deliver a rigorous and holistic education that is available for all families, regardless of ability to pay. Rooted in Gospel values that include compassion, respect, and service, we embrace the rich diversity of our community and foster a culture of inclusion, opportunity, acceptance, and empowerment.

At a Glance



Established
1926



Total enrollment
356



Total faculty and staff
48



Student-teacher ratio
11:1



Students of color
97%



Financial aid awarded
\$5.6M



Faculty with advanced degrees
57%

Faculty/staff of color: 18

Students receiving aid: 100%

Combined AASF and Cathedral
Endowment: \$58M

Annual operating budget: ~\$7M

Athletic teams: 10+

Student clubs: 20+



Overview

Founded in 1926, Cathedral High School is an urban, multicultural, Catholic, college preparatory school serving grades seven through twelve. Located in Boston's historic South End, Cathedral is the only co-ed Catholic high school in Boston and remains rooted in its founding mission of educating immigrants, first-generation Americans, and inner-city youth.

Since 2004, Cathedral has been guided by a Board of Trustees. Among them are business and educational leaders from across Boston. Board members have engaged support from their colleagues and Boston's academic institutions, which has led to Cathedral's impressive trajectory. These partners, including Fidelity Investments, Wilmer Hale, PWC, Northeastern University and Tufts University School of Medicine, provide Cathedral students with opportunities to learn from seasoned professionals and explore potential careers. Cathedral also collaborates with businesses in local industries to give scholars access to paid internships during the summer.

Now, Cathedral High School seeks an experienced and mission-aligned individual to serve as Director of Advancement, responsible for overseeing and strengthening Cathedral's fundraising program, developing strategy while at the same time performing the "hands on" work needed to grow philanthropic support from individuals, corporations, and foundations. The Director of Advancement provides fundraising counsel to the President, serves as a principal interface with the Board of Trustees in matters of philanthropy, is the primary ambassador in advancing the organization through relationship building and donor engagement, and collaborates significantly with the Adopt-A-Student Foundation – the separate 501c3 that ensures no student is turned away from Cathedral due to a lack of financial resources.



Opportunities and Challenges

As the oldest Catholic, co-educational, urban high school in New England, Cathedral High School has a history of providing a transformative education to students from diverse backgrounds. The Director of Advancement will play a vital role in advancing the mission by leading fundraising efforts and cultivating relationships crucial to the school's growth and success. By building upon the momentum of a remarkably successful capital campaign, The Director of Advancement has the opportunity to identify, cultivate, and steward key donors and develop strategies to expand the current base of philanthropic revenue sources for the school. A vibrant and diverse student body and a strong commitment to academic excellence, character development and community impact, allows Cathedral High School to attract increased philanthropic support from a wide range of individuals, alumni, foundations, and community and corporate partners. With a robust alumni association already in place, there is an opportunity to enhance alumni engagement and involvement in fundraising efforts and cultivate their support as donors and volunteers. Additionally, the potential to expand the school's reach and impact within the community by collaborating with local small businesses, organizations, and community leaders presents the opportunity to create strategic partnerships that can enhance fundraising efforts, provide resources and experiential learning opportunities for students.

Boston's philanthropic landscape is highly competitive, with numerous organizations vying for donor support. The Director of Advancement will face the challenge of differentiating Cathedral High School and effectively communicating its unique value proposition to attract new community wide philanthropic support while stewarding its current donors to ensure continued philanthropy. The Director of Advancement will need to develop targeted strategies that will effectively expand the philanthropic pipeline of the alumni base and continue to build relationships that will inspire additional community and corporate support for the school's fundraising priorities. The Director of Advancement should possess cultural competencies and be able to build meaningful, authentic relationships with community members from diverse backgrounds.

This position requires a seasoned professional with a track record of success in fundraising, donor relations, and strategic planning and partnerships. There are significant growth and impact opportunities in the Director of Advancement position at Cathedral High School and challenges that require strategic thinking and creativity. With a clear understanding of both the opportunities and challenges ahead, the Director of Advancement can continue to lead a successful fundraising program that will advance the mission and vision of Cathedral High School.



Responsibilities

- Working with the President and Board of Trustees, develop a comprehensive fundraising strategy, plan, and budget, including reviewing/developing long- and short-term goals and objectives and defined, measurable results.
- Coordinate and develop all fundraising efforts and communicate and encourage support of the mission, vision, and values of Cathedral High School to potential donors, including business leaders, foundations, alumni, and philanthropists who support social justice and educational causes. Direct all development activities, including annual giving/appeals, donor cultivation and solicitation, fund/friend-raising events, grant writing, and other fundraising efforts.
- Evaluate and launch new fundraising initiatives, including enhanced stewardship and event attendee follow up, expanded annual giving/direct mail, and a planned giving program.
- Lead Advancement staff, providing mentorship and support.
- Assess the database and prospect research programs and enhance data collection and reporting.
- Work with the President and Board and others to identify new prospects for cultivation and manage prospecting activities (e.g., in house and external visits with the Head, and others when appropriate.) Cultivate, steward, and solicit major and planned gift prospects, alone and in partnership with the President and Members of the Board.
- Work closely with the President and Director of Marketing and Communications and other key staff to ensure consistent and clear communication and messaging through print and electronic media, events, and other forms of communication.
- Develop and maintain a system for accurate record keeping ensuring proper donor acknowledgment and stewardship and be able to strategize and track “moves.”
- Strengthen School’s ability to apply for grants and sustain them over time.
- In partnership with the President, prepare fundraising reports for Board of Trustees’ meetings, tracking and measuring progress against agreed upon metrics and deliverables, including cultivation and solicitation activities and dollars raised.
- Prepare, maintain, and oversee the development budget together with the President and Chief Financial Officer. Meet regularly to review development-related income and expenses.
- Serve as an integral member of the school’s leadership team.



Qualifications and Personal Attributes

- 7+ years' development experience with demonstrated success in progressively responsible positions. Experience in small to mid-sized mission-driven organizations preferred.
- A minimum of three years' managerial experience with additional experience building infrastructure.
- Proven track record of success in front-line fundraising, particularly working with individuals, business leaders, and private foundations.
- Familiarity with all aspects of fundraising -- annual giving, data management and research, major and planned gifts, corporate and foundation relations, events, board relations, and capital campaigns.
- Exposure to communications, alumni, and donor relations with an understanding of how these functions can bolster brand reputation and philanthropic support.
- A confident and engaging relationship builder capable of interacting with diverse constituencies, including board, major donors, corporate leaders, students, faculty, and alumni.
- Experience working in partnership with an institutional leader and board and performing as a strategic member of a senior staff.
- An interest in engaging in the lively, fast-paced day-to-day life of the School.
- A Bachelor's degree is required for this position.

Learn More

Click on the links below to learn more about Cathedral High School.

[School Website](#)

[College Matriculation](#)

[School History](#)

[About Boston, Massachusetts](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Sara Shulman
Practice Leader – Development and Finance/
Senior Consultant
sara.shulman@carneysandoe.com

Jonathan Ball
Senior Consultant
jball@carneysandoe.com