



DE LA SALLE ACADEMY

Mission

De La Salle Academy (DLSA) is a private, independent, non-sectarian middle school located in Manhattan. The school's student body includes children from across New York City. De La Salle is the only private, co-educational, independent school in New York City for academically talented, economically less advantaged students in grades six through eight. Students and adults commit to living in community through a purposefully rigorous academic curriculum, strong core values, a profound knowledge of self, and a desire to serve the array of communities we represent. De La Salle believes in a need-blind admissions process to ensure that students are evaluated based solely on their merits and not on their families' ability to pay.

Position

DLSA is seeking an energetic, hard-working, mission driven, self-motivated, results-oriented Director of Development with 8 years or more experience, preferably in an educational, youth development or charity setting. This position is for someone who is passionate about the mission of the School and understands the opportunities that are available to lead a small development team.

Key Responsibilities and Skills Required

- Serve as the chief fundraiser for De La Salle Academy.
- Partner with the Head of School and Board of Trustees to achieve fundraising and strategic goals for the Department of Development and De La Salle, as a whole.
- Represent De La Salle Academy with and on behalf of the Head of School.
- Partner with the Board and Head of School to create a Board leadership pipeline.
- Develop an annual fundraising plan based on trustee and administration priorities.
- Provide vision, leadership, and management for all aspects of fundraising, and supervise Associate Director of Development and Database and Development Manager.
- Raise funds from individuals, foundations and government sources, and identify new sources of support.



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- Partner with foundations to acquire new grants and manage existing ones.
- Expand and strengthen the alumni giving program.
- Maintain robust social media campaigns to engage alumni and individual donors.
- Expand and promote a bequest/planned giving program.
- Partner with the Head of School on external communications.
- Serve as a member of the leadership team.

Qualifications

- Bachelor's degree required.
- 8+ years' experience in development and fundraising, preferably in a school, youth development organization or charity setting.
- Successful fundraising experience with cultivating, engaging, and expanding donor relationships with a wide variety of donors, including major individual donors.
- Experience working with a Board of Trustees.
- Knowledge and experience building effective development programs.
- Excellent written, oral and social media communication skills.
- Experience planning and implementing events.
- Computer skills, including Word, Excel, Power Point, and standard development programs (Donor Perfect).

Traits and Characteristics

- A "people person" with a good sense of humor.
- Highly organized.
- Passionate commitment to the goals and mission of DLSA.
- Ability to communicate internally and externally.
- Excellent writer and public speaker.
- Experienced manager.

Compensation and Benefits

Compensation is competitive and commensurate with experience. Benefits include employer paid health insurance, three weeks paid personal vacation – plus school holidays and school vacations – as well as participation in a retirement plan.



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Applications and Inquiries

Please submit a cover letter and resume with three references to employment@dlsanyc.org

The De La Salle Academy is an equal opportunity employer that welcomes any qualified applicant and values diversity of all kinds.