



# 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 Associate Director of Development with 5 years or more experience, preferably in an educational setting. This position is for someone who is passionate about the mission of the School and understands the opportunities that are available to learn and grow within a small development team.

## **Key Responsibilities and Skills Required**

### **Annual Giving**

- Plan, implement and manage all aspects of the Annual Giving program including publications, appeals, and acknowledgment letters.
- Responsible for creating new ways to cultivate and steward all donors and the Board of Trustees throughout the year.
- Responsible for writing all acknowledgement letters annually, and working with Database and Development Manager to monitor all gift processing and preparing reports as requested by the Director of Development.
- Manage all sponsorship correspondence between sponsors and students including assigning new sponsors.



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## **Alumni Relations**

- Handle all alumni communications and correspondence.
- Develop, implement, and manage a comprehensive yearly plan to cultivate and steward the Alumni community.
- Oversee all Alumni events including Homecoming in November and Reunion in April.
- Create new alumni events and opportunities to connect and engage with DLSA.
- Lead and manage all Alumni Council including running the six meetings for the year.
- Recruit new members for the Alumni Council.
- Write the monthly Alumni newsletter, Alumni Spotlight and Feature Friday.
- Create and implement a plan to increase overall Alumni fundraising.
- Work with the Database and Development Manager to incorporate alumni features on social media.

## **Foundations**

- Work with the Director of Development in all grant writing and proposals for foundations.
- Responsible for submitting applications and reports to foundations.
- Create and maintain the foundation's calendar to ensure that proposals and reports meet the required deadlines.
- Seek new foundations to provide opportunities of funding.

## **General**

- Assist in the logistics of planning, and executing fundraising/school events with help from the Database and Development Coordinator.
- Work as a member of the development team to assist and support the Director of Development as needed.
- Perform duties as assigned by the Director of Development.
- Participate in professional development.



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## Qualifications

- Bachelor's degree required.
- Five years experience in development, preferably in a private independent school setting.
- Experience in alumni relations and annual giving (including the Annual Appeal).
- Excellent written, oral, and communication skills.
- Preferred experience in planning and implementing events.
- Computer skills, including Word, Excel, Power Point, and DonorPerfect.
- Highly organized.
- Passionate commitment to the goals and mission of the School.
- Ability to prioritize and multitask.
- Ability to work as a team member.

## 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.

## Applications and Inquiries

Please submit a cover letter and resume with three references to Deirdre O'Brien, Director of Development at [dobrien@dlsanyc.org](mailto:dobrien@dlsanyc.org).

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