

## **Mount Aviat Academy Childs, MD**

Mount Aviat Academy is a private Catholic elementary school in the Diocese of Wilmington, under the direction of the Oblate Sisters of Saint Francis de Sales. The school serves the educational needs of children of varying intellectual abilities from preschool through the eighth grade. Mount Aviat Academy is dedicated to the instruction of children in the message of Christ as taught by the Catholic Church and enriched by the spirituality of Saint Francis de Sales. The school strives to instill the principles of scholarship, citizenship and service into the minds and hearts of its students.

Now in its seventh decade, Mount Aviat Academy has proven itself academically and has gained a reputation for its outstanding learning environment. The Oblate Sisters and the faculty and staff of Mount Aviat are uniquely poised to continue to carry out their mission. The Oblate Sisters and the Board of Trustees are determined to keep the school affordable to ensure a balanced student population. Over the last 15 years the Oblate Sisters and the Board of Trustees have taken many steps in the area of advancement to ensure Mount Aviat will be able to continue its mission for generations to come. At this time Mount Aviat is seeking a full-time Director of Advancement to support the long term goals of Mount Aviat Academy.

**Title:** Director of Advancement

**Job Definition:** The full-time **Director of Advancement** reports to the Principal. The position is responsible for developing relationships with donors and the surrounding community to support the financial and long-term needs of the school. The Director of Advancement will provide supervision of the activities that create a supportive climate for philanthropy and volunteerism. This is all in an effort to advance the mission and philosophy of Mount Aviat Academy.

The Director of Advancement's primary responsibilities include: Plan, manage and implement all development fundraising initiatives;

Plan, manage and implement annual giving, major gifts, campaigns, grants, and events. This includes, but is not limited to: prospect identification and research, cultivation, solicitation, gift processing, and acknowledgments;

- Promote understanding, acceptance and support of the vision, mission, and objectives of the school;
- Work closely with the Board of Trustees and the Aviat Foundation committee to set and achieve goals and objectives;
- Collaborate with Director of Admissions and Enrollment;
- Work closely with Development staff to carry out initiatives;
- Maintain the highest level of confidentiality related to donor/prospect information;
- Identify, cultivate, solicit, and close donations. Maintain an active pool of prospective benefactors who can support MAA;
- Plan and supervise visits with potential benefactors in the form of Discovery, Cultivation, Solicitation or Stewardship meetings;
- Ensure prompt gift acknowledgment for all benefactors;
- Maintain contact with and develop proposals for foundations and corporations;
- Attend appropriate Board committee meetings;
- Prepare quarterly reports and submit to the Principal.

### Qualifications and Experience:

- Bachelor's degree or higher.
- Experience as a fundraiser in an educational setting preferred.
- Knowledge or understanding of donor management software preferred.
- Experience in a faith-based school or not-for-profit environment preferred.
- Thorough knowledge of fundraising principles or a willingness to learn them.
- Enthusiasm and excellent people skills are essential.
- Excellent written and verbal communication skills.
- Ability to organize and prioritize tasks and to lead and motivate others.
- Thoroughness in planning and implementing work, including goals, timetables, and action steps to achieve objectives.
- Ability to work effectively with the Principal, other staff members, a development consultant, and Chair of the Aviat Foundation.
- Technological competence, including social media.

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**Interested applicants** should apply for the position by e-mailing the following information to [principal@mountaviat.org](mailto:principal@mountaviat.org)

1. **Resume/CV**
2. **Cover letter.** Please be sure to explain why you believe that you are a match for this unique opportunity to direct the advancement of Mount Aviat Academy.
3. **If applicable, Professional work samples:** a few items that showcase your best portfolio material relative to fundraising and/or **Professional Writing Sample**

Salary is commensurate with experience and in accordance with school guidelines.

For more information about Mount Aviat Academy, please visit <http://www.mountaviat.org>.