



**POSITION: DIRECTOR OF DEVELOPMENT**

**Mother Caroline Academy & Education Center • Dorchester, MA**

This is an exciting and pivotal time for Mother Caroline Academy & Education Center, as we are approaching our 25<sup>th</sup> anniversary. We seek a driven, strategic development professional to serve as Mother Caroline’s Director of Development (DOD) to spearhead and oversee all efforts related to fundraising and play a key role on our financial management team. Reporting directly to the Head of School and working closely with the Board of Trustees, the DOD will be responsible for the planning and execution of all fundraising efforts. As a tuition-free school, Mother Caroline relies upon a comprehensive and successful development effort to support its operations.

Philanthropy has played a significant role in Mother Caroline’s ability to fund its academic curriculum and co-curricular activities. The FY18 budget is expected to be around \$2.7million and the new DOD will have the opportunity to build on a tradition of success to help achieve the school’s ambitious fundraising goals. With a comprehensive fundraising platform in place (annual fund, events, individuals, and corporate and foundation support) the DOD will oversee the work of a development team to ensure the future sustainability of the school and its programming.

The right candidate will be organized, detail-focused, self-directed and have excellent people skills that seamlessly translate to Mother Caroline’s donor and community base. S/he will be able to demonstrate an exceptional capacity to cultivate donor relationships, secure support, and partner with board members on their fundraising efforts.

**ABOUT MOTHER CAROLINE ACADEMY & EDUCATION CENTER:**

Mother Caroline Academy is an independent, tuition-free school for more than girls in grades 4-8 from limited financial means. It serves girls of all faiths, race and cultures from Boston neighborhoods. The mission of the school is to provide a high-quality education that develops the individual gifts of each student and prepares her for success in competitive secondary schools and college. Rooted in the Catholic tradition, that recognizes the dignity of each person, the Academy emphasizes the importance of scholarship, leadership, spiritual, social and moral development. The Mother Caroline community continues to support and nourish its graduates through their secondary and college education.

Focusing on the needs of the whole family, through the years MCAEC has provided a range of educational programs for parents and adult family members of Academy students. To this day, MCA students aspire to be doctors, engineers, designers, artists, business owners, educators and community leaders. Through an excellent education in a safe environment, our students develop the academic skills, resiliency, self-confidence and strength of character needed to prepare themselves for lives of purpose. Knowing that education has the power to transform lives, our families are invested in setting their daughters on a path of promise that leads to high school, college and a life of opportunity. With no other tuition-free independent school option for girls in the City of Boston, MCA opens a door to lifelong opportunity for girls and their families.

We believe our mission can best be achieved by focusing on the needs of the whole family and by preserving a spirit of volunteerism and commitment among all those who aid, support and benefit from MCAEC.

*Our students attend extended, enriched days during the regular school year. They enjoy classrooms with a 7:1 student to teacher ratio. This holistic educational approach has accrued a remarkable track record: Our graduates attend a multitude of quality secondary schools, including Boston Latin School, Boston Latin Academy, Commonwealth School, Fontbonne Academy, The Newman School, Newton Country Day, Noble & Greenough, St. Joseph's Preparatory, St. Paul's, Ursuline, The White Mountain School, and Woodward. Each year MCA's graduating 8<sup>th</sup> grade class is awarded just over \$300,000 per year or \$1.2 million in scholarships from the high schools they attend. Since opening its doors, MCA boasts a 100% high school graduation rate. Ninety-six percent of Mother Caroline's graduates enroll in college. Mother Caroline Academy & Education Center is 100% privately funded.*

**OUR STUDENTS:** Mother Caroline Academy & Education Center serves 70+ girls, who are 47% Caribbean decent, 40% African American, 10% Hispanic, 2% Cape Verdean and 1% Asian. While MCAEC is a school rooted in the Catholic tradition, students come from a multitude of religious traditions.

#### **DOD RESPONSIBILITIES:**

Specific responsibilities include, but are not limited to:

- Develop and implement a comprehensive annual fundraising plan that supports the strategic objectives of Mother Caroline Academy & Education Center, while also establishing a strong financial foundation for growth
- Strategically leverage the time of the Head of School and board to meet aggressive fundraising targets; support and develop the capacity of the board to achieve development goals
- Establish specific fundraising goals and metrics within overall fundraising plans. Prepare detailed reports of activity and progress towards goals for review by the head of school, finance committee, and development committee on a regular basis
- Identify, cultivate and solicit major donors, and business leaders for gifts in the four-, five- and six-figure gift range
- Work closely with the head of school and board finance committee on the development of an annual operating budget, including monthly updates and forecasts.
- Develop and maintain systems to ensure accountability and evaluate the effectiveness of the organization's fundraising development program
- Enhance the culture of philanthropy throughout the organization, building board and staff fundraising knowledge, skills and effectiveness.
- Develop a plan to increase alumni and parent support.
- Supervise the development staff.
- Oversee the development, strategy and execution of Mother Caroline's annual fundraising events, including the Annual Dinner. Identify, plan for, and execute other events as appropriate to further the goals of the school.
- As an active member of the leadership team, partner with the Head of School to ensure the implementation of the school's mission and the use of innovative and best practices, and to devise strategies for the school's advancement

**QUALIFICATIONS:**

- A minimum of 6–8 years development/fundraising experience, ideally in major gifts, prospect management
- Successful track record of soliciting four, five and six figure gifts
- Experience growing the donor base of an organization
- Significant experience and demonstrated success raising funds for growing nonprofit organizations
- Substantial experience implementing fundraising plans and cultivating relationships for all funding streams including individuals, foundations and corporations
- Passion for the mission, vision and values of Mother Caroline Academy & Education Center; comfort and willingness to actively participate in the community
- Strong work ethic; ability to lead by example and work effectively in a small, non-profit environment
- Exceptional written and oral communication skills; demonstrated ability to conceptualize and describe funding needs in a way that is compelling to donors and prospects
- Bachelor's degree required

**COMPENSATION:** Salary commensurate with experience plus result driven bonus. Mother Caroline Academy & Education Center offers an attractive benefits package including 403(b), medical, dental, life, and disability insurance, and support for professional development.

**TO APPLY:** Please send a cover letter specifically detailing your qualifications for the position, a resume or CV, and contact information for three professional references to:

Annmarie Quezada, Head of School [aquezada@mcaec.org](mailto:aquezada@mcaec.org) &  
Sandra Genere, Co-Chair of Search Committee [sgenere@gmail.com](mailto:sgenere@gmail.com)

*Non-Discrimination Policy: Mother Caroline Academy & Education Center is committed to a diverse and inclusive community with respect to race, national origin, religion, gender, sexual orientation, family status, economic circumstance, age, and physical disability in its student body, faculty and staff. Mother Caroline Academy & Education Center does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs. We strongly encourage applications from women and minority candidates. Mother Caroline Academy & Education Center is an Equal Opportunity Employer.*