



URSULINE ACADEMY

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Ursuline Academy of Dallas

CHIEF DEVELOPMENT OFFICER

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**The
Education
Group**



THE OPPORTUNITY

Ursuline Academy of Dallas seeks a highly accomplished fundraising professional to partner with the President and Board of Trustees, lead a staff of eight, and build levels of philanthropic support for the school. Reporting to the President, the Chief Development Officer develops, implements, and supervises appropriate fundraising strategies to meet the financial goals of the Academy consistent with the strategic plan. Along with the President, s/he is responsible for strengthening a positive public perception of Ursuline in the community, communicating the mission and objectives of the school, and obtaining the human and financial support necessary to ensure a strong and vibrant future.

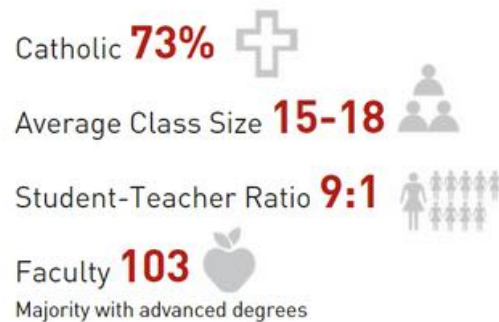
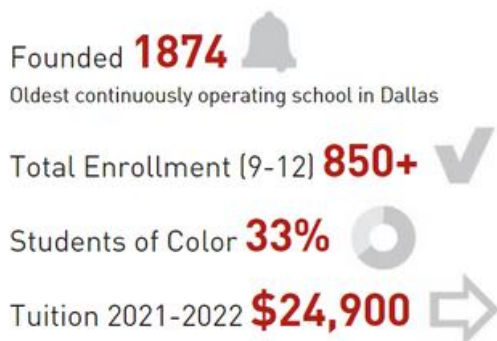
Strong candidates will have 5+ years of progressive professional experience leading a fund development team. The new CDO will be goal oriented, possess a collaborative working style, embrace the Ursuline mission, and be authentically able to advocate on behalf of the school's ambitious vision.

ABOUT URSULINE

Ursuline Academy of Dallas is an independent Catholic college preparatory school for young women, with enrollment of 850+ in grades 9-12. The Academy is the oldest continuously operating school in Dallas, and in 2024 it will celebrate its sesquicentennial (150th) anniversary. With a distinguished tradition of academic excellence, innovation, and service, Ursuline educates young women for leadership in a global society.

At Ursuline, we aspire for students to meet problems and possibilities with creativity, ingenuity, responsibility, and compassion. As they learn, our students acquire broadly applicable skills and competencies that they can apply flexibly to any challenge. The commitment to the full development of every girl runs deep at Ursuline, through programs that embrace the cherished and timeless core values of an Ursuline education.

Ursuline Academy of Dallas is accredited by the Independent Schools Association of the Southwest and holds membership in a number of other professional organizations including the National Association of Independent Schools, National Coalition of Girls' Schools, and Council for Advancement and Support of Education.





The CAMPAIGN for URSULINE

Act, Move, Believe

In 2018, Ursuline launched *The Campaign for Ursuline: Act, Move, Believe*. It is Ursuline's most ambitious fundraising effort to date and seeks to provide \$85 million to enhance all aspects of teaching and learning. Campaign priorities are rooted in Ursuline's 2016 Strategic Roadmap, providing the resources necessary to explore and implement student-centered innovations in curriculum and instruction.

The \$85 million goal is comprehensive and supports annual operational needs (annual fund and scholarships) while simultaneously garnering support for endowment growth and significant capital improvements, which will add 90,000 square feet of new facilities and renovate several existing spaces. In August 2021, the first phase of campus construction was completed, and Ursuline welcomed students and faculty into several new and renovated facilities.

The campaign vision and the multitude of ways that it will impact Ursuline students have been met with overwhelming generosity from an active and engaged community. As of late September 2021, more than \$73M (84% of \$85M goal) has been contributed toward campaign objectives.



Construction Rendering



Completed Space

The new Chief Development Officer will serve as the driving force in bringing this campaign to its momentous conclusion. Campaign fundraising and the final phase of campus improvement construction are expected to be completed during the summer of 2023. The campaign will conclude with a celebratory dedication event, which may simultaneously serve as the kick-off to Ursuline's sesquicentennial anniversary in 2024.



Goal - \$85,000,000

CAPITAL IMPROVEMENTS

\$60,117,618

PROGRAMS & OPERATIONS

\$9,469,572

ENDOWMENT

\$2,155,322

As of September 30, 2021

DEVELOPMENT PROGRAM & STAFF

During the last five years, the Development program at Ursuline has undergone a significant transformation, realigning its structure to build a team that is donor-centric, major-gift focused, well-versed in best practices, and operationally efficient. Together, this team has increased annual revenue from \$2M to \$10M+ and is on track to successfully meet the objectives of Ursuline's largest-ever campaign. Significant accomplishments during recent history include:

- Intentional establishment of campaign fundraising priorities to account for all philanthropic needs of the institution.
- Adopting a donor-centric philosophy and streamline-the-ask strategy, presenting a simplified message that comprehensively represents all school funding priorities.
- Creation of a robust communications strategy for development priorities that is fully integrated with school communications.
- A progressive reorganization of the Development team, including:
 - Establishment of a five-person fundraising team (CDO, major gifts officer, two leadership annual gift officers, and an annual gift officer), each of whom manages a portfolio of prospective supporters and is responsible for developing relationships that result in life-long affinity and financial support for the Academy.
 - Revision of a three-person constituent relations team, responsible for broadening and deepening community engagement through volunteerism and programming.
 - Hiring of an experienced Advancement Service Manager, who has overhauled all Advancement Services practices to support accurate and efficient gift processing, reporting, stewardship, and donor communications efforts.
- Completion of a database conversion in 2019 to Raiser's Edge NXT.



Ursuline Academy of Dallas
**CHIEF DEVELOPMENT
OFFICER**

Detailed Job Description

The Chief Development Officer is responsible for all aspects of philanthropic engagement at Ursuline Academy of Dallas, including fundraising, community engagement, volunteer management, communications and messaging, events, and advancement services. The CDO supervises all Development Office personnel, ensuring that activity is outcome-driven and aligned with strategic priorities.

PRIORITIES FOR NEW CHIEF DEVELOPMENT OFFICER

- To successfully complete the fundraising objectives of *The Campaign for Ursuline*.
- To lead the planning process for the campaign celebration/building dedication/sesquicentennial kick-off event. Preparation for the building dedication includes finalizing capital project naming opportunities with campaign supporters.
- To partner with the President and Board of Trustees to establish post-campaign fundraising priorities, participate in strategic planning, and begin developing the vision for Ursuline's next comprehensive campaign.
- To develop and execute a robust post-campaign stewardship plan that actively engages campaign supporters, encourages annual support, and establishes a culture of life-long philanthropy.
- To continue to grow the base of philanthropic support across all constituencies (alumnae, parents, parents of alumnae, grandparents, friends, and foundations).

OVERARCHING RESPONSIBILITIES

Fundraising
Development Office Leadership
Governance and School Leadership
Communications
Constituent Engagement



RESPONSIBILITIES

FUNDRAISING

- In partnership with the President and Academy Board of Trustees, establishes fundraising goals and priorities. Develops and implements strategies for meeting fundraising objectives.
- Responsible for the development of reporting and analysis that measures progress toward objectives and generates data-driven insights to support strategies and prioritize activity.
- Actively manages a portfolio of leadership and major gift prospects, overseeing all steps of the identification, cultivation, solicitation, and stewardship cycle. Prepares and positions President for donor conversations as appropriate.
- Oversees all prospect management activity by supporting fundraising team with prospect identification, portfolio assignments, and annual wealth screening process.
- Builds and implements a comprehensive stewardship program that moves donors toward deeper involvement with the organization through appropriate communications and activity that demonstrate appreciation and impact of support.

DEVELOPMENT OFFICE LEADERSHIP

- Provides effective leadership of the Development Office and its personnel, aligning roles and activity with overarching goals of the Development Office.
- Cultivates a collaborative team culture built on trust, transparency, and accountability.
- Engages the Development team in a regular process of reflection, assessing activity for outcome-driven effectiveness, and setting team-wide priorities.
- Fosters employee professional development, through mentorship and feedback, to encourage performance that is donor-centric, major-gift focused, well-versed in best practices, and operationally efficient.
- Leads by example as an active user of Raiser's Edge NXT, demonstrating best practices for maintenance of constituent records and activity, gift documentation, prospect management, and reporting.
- Prepares and manages annual Development Office budget.



RESPONSIBILITIES

(CONT.)



GOVERNANCE AND SCHOOL LEADERSHIP

- Interacts regularly with Trustees, presenting development and campaign updates, reports, and key messages to Boards (or prepares the President to do so).
- Serves as primary liaison to the Ursuline Academy of Dallas Foundation Board of Trustees and to the Development Committee of the Ursuline Academy Board of Trustees. Partners with volunteer leaders to guide Board/Committee agendas and align activity with strategic priorities.
- Supports the Trusteeship Committees for the Academy and Foundation Boards of Trustees by identifying and researching potential Board members.
- Serves on Campus Administration Team and participates in the development and implementation of campus-wide policy and procedure. Collaborates with department heads and advocates for a cross-campus culture that supports philanthropic efforts and community engagement.
- Collaborates with the Chief Financial Officer to ensure that all procedures related to gift acceptance, processing, documentation, and expenditure of funds meet FASB accounting and IRS requirements.

COMMUNICATIONS

- Responsible for the development of institutional messaging as it relates to fundraising priorities, gift solicitation, community engagement, and cultivation of a culture of philanthropy. Partners with the Communications Team to ensure that key messages are fully integrated with all constituent communications.
- Develops effective and audience-appropriate messaging for campus events and volunteer meetings.
- Ensures that all materials and collateral produced by the Development Office meet brand standards.

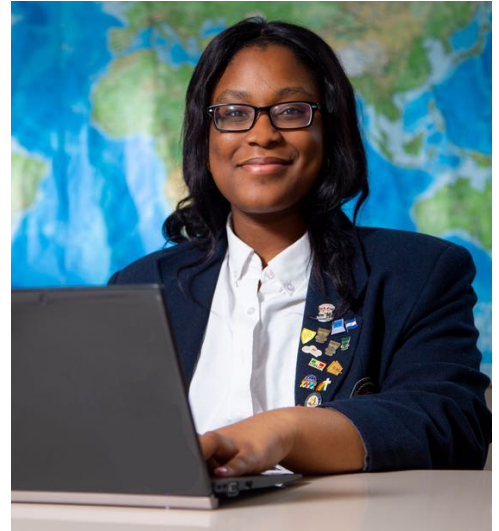
CONSTITUENT ENGAGEMENT

- Responsible for broadening community engagement across all constituencies (alumnae, parents, parents of alumnae, grandparents, and friends) and deepening community members' relationships with the school and the Ursuline mission. Develops purposeful programs and volunteer opportunities that strategically encourage involvement and financial contributions that directly support Ursuline in the delivery of its educational mission.

THE IDEAL CANDIDATE

LEADERSHIP

- Is a strategic thinker with the ability to translate concept into action.
- Possesses an innovative mindset, encourages self-reflection, and is comfortable leading change management when necessary to strengthen productivity, create efficiency, and implement effective development activity.
- Has a distinct managerial competence, with the ability to inspire, motivate, and mentor team members to outcome-driven success through clear guidance and direction.
- Is a warm and engaging individual who, while genuinely interested in others, can professionally exercise discipline and accountability.
- Is visibly mission-congruent, able to authentically advocate on behalf of a faith-based institution and promote Ursuline's innovative vision for an all-girls education.



EXPERIENCE

- Bachelor's degree is required; Master's degree preferred.
- Strong candidates will have 10+ years of cumulative development experience and 5+ years in a leader/management role.
- Fundraising experience in a comprehensive campaign environment is strongly desired; professional experience in independent schools or higher education is preferred, but not required.
- Proven delivery of principal or major gift (\$100,000+) fundraising results is required. Knowledge of fundraising and portfolio management principles in a team environment is essential.

SKILLS & KNOWLEDGE

- Knowledge of best practices in all aspects of Development work.
- Exceptional verbal and interpersonal communication skills with the ability to forge strong working relationships and manage interests of multiple stakeholders.
- Ability to communicate effectively in writing and clearly articulate key institutional messages.
- Ability to meet deadlines and function effectively in an environment demanding a high energy level, discretion, and flexibility.
- Strong problem-solving skills with the ability to anticipate, identify, and analyze problems and devise solutions.
- Strong analytical skills and the ability to think collaboratively, strategically, and creatively.
- Proven ability to make independent decisions.
- Proven skills in managing multiple competing priorities and complex issues creatively and effectively.
- Strong working knowledge of Microsoft Office.
- Experience working with a constituent database (i.e., Raiser's Edge, etc.) for prospect management.

LIVING IN DALLAS

Dallas is a thriving, global city with a diverse economy and vibrant culture. The city is ninth largest in the continental United States and is the main cultural and economic center of the 12-county Dallas-Fort Worth metropolitan area—at 7 million people, it is the fourth largest metropolitan area in the United States. Dallas enjoys an economy based on banking, commerce, telecommunications, computer technology, energy, healthcare, and transportation.

A vibrant educational and intellectual city, the DFW area is home to more than 12 institutions of higher learning, including Southern Methodist University, Texas Christian University, University of Texas Southwestern Medical Center, University of Dallas, and University of Texas at Dallas, as well as the Perot Museum of Nature and Science and the Holocaust and Human Rights Museum. It is a city with a large and collegial independent school network and an active non-profit and philanthropic community.

Downtown Dallas has undergone an impressive expansion and energized appearance with the Dallas Arts District providing leadership. The Dallas Arts District, the largest contiguous urban arts district in the nation, spanning 68 acres and 19 contiguous blocks, is home to the City's leading visual and performing arts institutions whose range and depth make Dallas a destination for the arts that is unique in our country. There are numerous opportunities throughout the Metroplex for family outings—George W. Bush Presidential Center, Dallas Arboretum and Botanical Garden, Klyde Warren Park, the Dallas and Fort Worth Zoos, and The Dallas World Aquarium, to name a few.

As for weather, winters are mild, spring and fall are crisp and cool but short, and summers are hot and sometimes humid. Air-conditioning reigns.



APPLICATION PROCESS

Interested candidates should submit electronically a letter of interest, résumé, and a list of five references with contact information to:

Karen Drawz
Search Consultant | The Education Group
karen@educationgroup.com
214-535-7093



COMPENSATION

Salary and benefits for this position are commensurate with experience and background and competitive with those of comparable institutions.

SEARCH CALENDAR

Applications are being accepted between now through November 30, 2021. Candidate files will be presented to the Interview Team in early December 2021 and interviews for semi-finalists and finalists will follow shortly thereafter. The school anticipates announcement of its next Chief Development Officer by the end of December 2021 and welcoming the new CDO to campus for start date in January 2022.

CONFIDENTIALITY

As the consultants and Interview Team work through the early phases of the search, every effort will be made to assure a high degree of confidentiality for candidates. Both the consultants and the school understand that many of the interested candidates are not actively seeking a position and strongly committed to their current position but are intrigued by the exceptional opportunity presented by Ursuline. We expect to honor the professional needs of candidates if possible while conducting a thoughtful, thorough, and successful search.



Ursuline Academy does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices.