Associate Director of Annual Giving and Alumni Relations

Background

De La Salle Academy (www.delasalleacademy.org) is an extraordinary educational institution. Located in midtown Manhattan, this independent middle school (grades 6-8) offers opportunities to and opens doors for underserved children and their families from the five boroughs of New York City. Founded by Brother Brian Carty in 1984, the school has its philosophical roots in the teachings of Saint John Baptist De La Salle, the founder of the Christian Brothers and the patron saint of teachers. De La Salle is a “faith filled,” but entirely nonsectarian school. Admission, while selective, is need-blind and 100% of the students receive financial aid. 90% of the students are first-generation Americans. Academics are rigorous and, as a result, the students go on to prestigious private, boarding schools and specialty public schools in New York and beyond. 93% of the students graduate from a top colleges or universities in four years. Currently, there are 159 students and a faculty of approximately 20. De La Salle is a member of NYSAIS (New York State Association of Independent Schools). This is a place that has changed the lives of and provided pathways for more than 1,650 alumni.

Now in its 36th year, De La Salle is seeking an Associate Director of Annual Giving and Alumni Relations to work as a member of the development team. The Associate Director of Annual Giving and Alumni Relations will be responsible for the planning, implementation and assessment of all Annual Giving and Alumni programs. This is an incredible opportunity for someone who is eager to learn and grow in their role within a small team.

Key Responsibilities

Annual Giving

- Plan, implement and manage all aspects of the Annual Giving program including the annual appeal, 8th grade gift, sponsorship letters and stewardship.
- Responsible for writing all acknowledgement letters annually, monitoring all gift processing and preparing reports.
- Work with the Director of Development in all grant writing and proposals for foundations. Responsible for submitting applications for foundations.
- Manage all sponsorship correspondence between sponsors and students including assigning new sponsors.
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 June.
- Lead and manage the alumni council including organizing the six meetings of the council for the year.
- Recruit new members to join the alumni council.
- Write a monthly alumni newsletter and alum feature Friday twice a month on social media.
- Strategize with the Director of Development on ways to engage, cultivate and steward the alumni community.
- Oversee the alumni information in DonorPerfect.

General

- 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.
- Attend NYC cohort meetings for Directors of Annual Giving and Alumni Directors.
- Participate in professional development.
- Manage development assistant as it regards to Annual Giving and Alumni Relations.

Qualifications

- Bachelor’s degree required
- Five years’ experience in development, preferably in annual giving/alumni relations in a private independent school setting
- Excellent written, oral and social media communication skills
- 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 Academy
- Ability to communicate internally and externally
- 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, two weeks paid personal vacation – plus school holidays and school vacations – as well as participation in a retirement plan.

To Apply:

Candidates should send a letter of interest, resumé, and the names/contact information of three professional references to Deirdre O’Brien, Director of Development at dobrien@dlsanyc.org

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