



# Director of Advancement

SEARCH PROSPECTUS



# ACADEMY OF THE HOLY NAMES

TAMPA, FL

[www.holynamestpa.org](http://www.holynamestpa.org)

START DATE – JULY 2021

Partners in Mission School Leadership Search Solutions, LLC



## Mission Statement

The Academy of the Holy Names empowers students to be authentic individuals who engage in independent thought, are inspired by creativity, and lead culturally aware, spiritually rich lives.



## ABOUT

Founded in 1881, the Academy of the Holy Names, sponsored by the Sisters of the Holy Names of Jesus and Mary (SNJM), is a Catholic school for boys and girls in pre-kindergarten through 8th grade and an all-girls high school. The Academy is located on 19 acres fronting scenic Bayshore Boulevard, close to downtown Tampa and within easy access to major highways serving the suburban communities of the Tampa Bay area. The Academy empowers students to be authentic individuals who engage in independent thought, are inspired by creativity, and lead culturally aware, spiritually rich lives. The Academy of the Holy Names is accredited by AdvancED, the Florida Council of Independent Schools, the Florida Catholic Conference, and the Florida Kindergarten Council.

### *Academy of the Holy Names Core Values*

The Academy's motto, *Esse Quam Videri*, clearly understood and acted upon, encourages students:

- **To Be Faith Filled**

An Academy student has a personal and active faith in God. Learning in an environment rich in values, students are responsible to self and others.

- **To Be Inquisitive**

An Academy student is a seeker of truth: always learning, always questioning, always exploring.

- **To Be Innovative**

An Academy student is an “out-of-the-box” thinker who utilizes creativity and intellect to find new approaches to solving problems.

- **To Be Independent**

An Academy student is a self-reliant, confident leader who is able to think and act autonomously. While not afraid of taking risks, Academy students pursue a balanced and healthy lifestyle.

- **To Be Just**

An Academy student is a catalyst for positive change. Guided by integrity, reason, and fairness, Academy students build community—internally, locally, and globally—by reaching out in service to others.

### ***Sisters of the Holy Names of Jesus and Mary Core Values***

- **Full Development of the Human Person**

Cultivating and respecting the talents, abilities, and potential of each person, contributing to the development of all aspects of a person’s life.

- **Education in the Faith**

Creating an atmosphere which invites people to live, develop, and express their faith.

- **Hospitality**

Being a gracious, accepting, and welcoming presence for each person.

- **Dedication to Women and Children**

Seeing, understanding, and responding to the needs of women and children.

- **Dedication to Justice**

Committing time, energy, and resources to the pursuit of right relationships of equality, justice, and solidarity.

- **Service to People Who are Poor or Marginalized**

Reaching out and responding to people who are impoverished, abandoned, or living at the fringes of society.

- **Commitment to Liberating Action**

Seeking with others the freedom needed to live life fully without oppression.

- **Love for the Names of Jesus and Mary**

Embracing as guide, inspiration, and strength the persons and names of Jesus and Mary.

## **FAST FACTS**



# 970

Total Enrollment



# 33,752

Community Service Hours  
Served by Class of 2020



# \$35m

Campus Improvements Completed  
Over the Last Ten Years

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### ***Board of Trustees***

The Academy of the Holy Names, Inc. Board of Trustees is the Academy's governing Board. The primary responsibility of the Board of Trustees is to support, develop, and strengthen the mission entrusted by the Sisters of the Holy Names. The trustees establish goals and policies pertaining to the operation and development of the educational and financial programs for the school. The Board consists of 5 officers and 13 members. The President sits as an ex-officio member of the Board.



### ***Recently Completed and Planned Campus Improvements***

The school recently opened its 30,000-square-foot Prince Family Middle School Center for students in grades 5 through 8. New learning studios replaced traditional classrooms, and learning commons now allow for both group and individual study. Technology includes 26 Epson short-throw interactive projectors, 17 50" LED web TVs, 43 Apple TVs, two MakerBot 3D printers (six throughout school), one 3D scanner, and 20 Lightspeed Flexmike audio mics for learning studios.

Earlier, the school opened the 40,000-square-foot Bailey Family Center for the Arts. The Center features a 350-seat theatre and a state-of-the-art teaching and learning environment. The facility also includes choral, instrumental, theatre, dance, and 2D and 3D art classrooms, two kiln rooms with four kilns for ceramics classes, a photography dark room, an Arts Commons area, and gallery space.

The recently completed \$12 million Academy Ascending Campaign provided for modernizing the Bayshore building infrastructure, incorporating STEAM and STEM-focused studios and labs creating 21st-century learning spaces in both the elementary and high schools. The school is currently completing a \$2.5 million initiative that will provide funds to complete the Pre-K through 4th grade learning spaces and academic facility renovations in the Summer of 2022.





## FAITH LIFE

As a Catholic school, the Academy of the Holy Names is a community of faith. The AHN Office of Campus Ministry supports this community in individual and communal growth, helping the community strive to live the message of the Gospel.

Faith formation is a distinguishing characteristic of the Academy of the Holy Names. It is a part of every aspect of school life and crosses all grade levels from pre-kindergarten through 12th grade.

The central responsibilities of Campus Ministry include convening the community for prayer and worship; providing a pastoral presence on campus; facilitating social justice, community service, and outreach activities; offering sacramental and educational opportunities pertinent to faith development; providing retreat experiences and overseeing the mission trip program.

The office also has a special calling to share the Sisters of the Holy Names of Jesus and Mary's charism and mission and to be sure that they are a unique and central part of life at AHN.

## FAST FACTS



**\$12.8m**

Scholarships Offered to the Class of 2020



**\$11m**

Endowed Funds



**22**

Advanced Placement Courses

## FAST FACTS



**147**

Faculty and Staff



**52%**

Faculty with Advanced Degrees



**\$1.8m**

Annual Financial Aid Budget

## ACADEMIC PROGRAM

In the pursuit of academic excellence, AHN challenges its graduates to be life-long learners who will serve others with integrity and compassion as stewards of the mission. The Academy is committed to educating 21st-century students who are effective communicators and collaborators; globally aware, independent, confident, responsible learners and citizens; and critical and creative thinkers, innovators, and problem solvers. The Holy Names' tradition nurtures and develops students' personal gifts and prepares them to engage in the issues and challenges of their times as leaders.

Students in grades 5 – 12 participate in the 2:1 program. AHN believes that for students to acquire 21st-century skills, the education system must create learning environments that mirror high-performance, knowledge-driven organizations. For this reason, the Academy believes a laptop paired with an iPad will ensure that each student has the necessary digital tools to aid education and growth in a world where computer literacy is no longer optional.

## THE ARTS

In an exceptional facility and inspiring environment shaped by dedicated faculty, the AHN high school fine arts program is designed to empower students' human artistic expression. The school encourages students to try new disciplines that challenge them to find their passion. Faculty run project-based and performance-based curricula built upon a foundation of techniques and concepts and exemplar artists and works.

With beginning, intermediate, and advanced course offerings, students have opportunities to develop a solid technical foundation; engage in and problem-solve through creative processes; apply the formal and expressive qualities within specific disciplines; and move into an increasingly more individualized and independent learning community where students actualize their unique artistic voices.



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## ATHLETICS

The Academy of the Holy Names is committed to providing a competitive, interscholastic athletic program with the belief that participation in athletics can build individual character, appreciation for the value of teamwork, and school spirit. The Athletic Department provides athletic options for as many students as possible while maintaining competitive, high-quality programs. AHN's athletic program enhances individual growth and skill while also emphasizing the numerous benefits of participating in team sports, such as camaraderie, character building, responsibility, sportsmanship, self-discipline, and teamwork. AHN offers 12 sports with 15 teams for high school girls and 8 sports with 20 teams for middle school boys and girls.

## CLUBS AND ACTIVITIES

Participation in the organizations, clubs, and activities at the Academy serves to assist all students in developing talents and capabilities beyond what is covered in the academic curriculum. Students have opportunities to pursue and broaden their interests, work together, and give service to others. Organizations at the Academy are strongly committed to service as an integral part of the overall philosophy, encouraging students to develop initiative, leadership, and personal and social responsibility. Participation is voluntary, and students select their clubs and activities according to their preferences and their abilities.

MOTTO

*Esse Quam  
Videri*

To Be, Rather  
Than To Seem



## FAST FACTS



**35**

Athletic Teams



**38**

Fine Arts Courses



**6,000+**

Alumni

## THE POSITION

The Academy of the Holy Names seeks a passionate professional to serve as the school's next Director of Advancement, managing all aspects of fundraising, including but not limited to capital campaigns, annual fund, alumni affairs, and community affairs. This individual will report directly to the President, is a crucial member of the Leadership Team, and will collaborate with the Board of Trustees on strategy and execution of the school's advancement goals and initiatives. The Director of Advancement will lead and manage an advancement team that ensures best practices that effectively and efficiently advance the mission, values, and strategic goals of AHN.

This individual must have a bachelor's degree, at least five years' experience in advancement, and have proficiency with MS Office Suite, Veracross, and similar school and database management platforms. A master's degree and or CFRE certification are preferred.

Qualifications include an ability to develop an understanding and enthusiasm for the mission and programs of the Academy and to be an extension of the office of the President and to represent the President's aims and objectives at all meetings and activities. Additionally, he or she must establish high standards for self and others, accept responsibility, be a self-starter with considerable personal initiative who can motivate others, have an ability to communicate well in both the written and spoken word, work positively and productively with colleagues, have a sense of appropriateness, and sense of timing.

It is possible that prospective candidates could have attained this experience through a variety of different career paths, including primary, secondary, or tertiary education; non-profits; or comparable work in the corporate or public sector. Regardless of career path, the next Director of Advancement must have demonstrated proficiency and capacity in building and maintaining relationships that will ensure the Academy of the Holy Names continued accessibility, success, and sustainability through the effective stewardship of its parent, alumni, and other philanthropic constituencies.

## DESIRED QUALITIES AND CHARACTERISTICS

- Faith-filled and Christ-centered servant leader who embraces, models, and champions the traditions and values of the Sisters of the Holy Names of Jesus and Mary and Catholic education.
- Advanced degree in a business field preferred, with a minimum of five years of executive-level experience in Advancement/Development with staff management, annual fund, major gifts, planned giving, capital campaign, event planning, and marketing and public relations experience.

- Executive presence to inspire confidence, passion, and persistence amongst all stakeholders in an ambitious, fast-paced, and results-oriented period of organizational change.
- Exceptional communication, interpersonal, and public speaking skills while serving as a highly visible member of the executive leadership team in building constructive relationships with all stakeholders that inspire crucial support across all school advancement initiatives.
- Demonstrated experience with goal setting at the school, department, and individual level; establishing measuring, monitoring, and reporting systems for the department and individuals; budget and fiscal management.
- Ability to design, implement, and manage effective cultivation, solicitation, and stewardship strategies at the individual, family, corporate, and foundation levels.
- Highest degree of integrity, authenticity, and transparency.
- Positive, energetic, accessible and approachable style, with a willingness to relate to all constituents and stakeholders.
- Strong leadership and team building skills with expert knowledge of best practices in the day-to-day management of robust advancement processes and functions.



## FAST FACTS



**10**

Annual Mission Trips



**70%**

Class Of 2020 Bright  
Futures Scholars

**ACT**<sup>®</sup>

**26**

Class Of 2020 Act  
Composite Score

- Experience in being a part of strategic planning for an organization and implementing advancement initiatives in conjunction with established strategic plans.
- Skilled at identifying, attracting, developing, and retaining high-quality, mission-driven advancement professionals and volunteers with a commitment and passion for achieving organizational goals.
- Competent computer skills with proven knowledge of Microsoft Office Suite, Veracross, and other similar school and database management platforms.
- Fair, fun, and compassionate executive who embraces collaboration while leading with missionary zeal.

## ABOUT THE AREA

Tampa is the third-largest city in Florida after Miami and Jacksonville. For Census purposes, Tampa is part of the Tampa-St. Petersburg-Clearwater, Florida Metropolitan Statistical Area. The four-county area is composed of roughly 3.1 million residents.

The deep-water port, international airport, and network of railroads and highways make Tampa a regional trade and distribution center. MacDill Air Force Base, on a peninsula at the city's southern end, is another essential part of the economy.

The Gasparilla Pirate Fest, a February event highlighted by a pirate invasion of the city, is held annually in Tampa. Its theme is based on legendary pirate Jose Gaspar, who is said to have terrorized western Florida in the late 18th and early 19th centuries. Busch Gardens Tampa Bay, an amusement park and zoo with an African theme, is a popular tourist attraction. The city's cultural institutions include the Florida Aquarium, the Museum of Science and Industry, the Tampa Museum of Art, and the Ybor City State Museum (which traces the history of the area's cigar industry). The city has a large performing arts center where dance, music, and theatre performances are held. Tampa is also the home of two professional sports teams, the National Football League Tampa Bay Buccaneers and the National Hockey League Tampa Bay Lightning. The region's professional baseball team, the Tampa Bay Rays, plays in St. Petersburg.

The city is home to the University of Tampa and the University of South Florida's main campus. Other institutions of higher learning in Tampa and nearby communities include Eckerd College, St. Petersburg College, Stetson University's Tampa Law Center, and Hillsborough Community College.

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## APPLICATION PROCEDURE

- To apply, please submit the following four documents, confidentially and as separate PDF attachments.
  - » Letter of Interest that aligns your experiences and skillsets with the current needs of the school as you understand them.
  - » Current resume with all appropriate dates included.
  - » List of five references with names, relationships, phone numbers, and email addresses. No references will be contacted without your knowledge and approval.
- Please include Academy of the Holy Names in the subject field.

*The Academy of the Holy Names does not discriminate based on race, faith (except for ministerial/leadership positions), nationality or ethnic origin in its hiring process nor in the administration of educational policies, admission policies or tuition-assistance programs, athletics, or other school-administered programs. The school admits students of any race, faith, nationality or ethnic origin, and gives to all student rights, privileges, programs, and activities generally accorded or made available to all members of the student body. In accordance with its mission, the school seeks a diverse population. The Academy of the Holy Names is a designated drug-free workplace. Offers of employment are contingent upon passing a drug screening and criminal background check.*



**Assemble all of the application materials in one email to:**

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Partners in Mission School Leadership Search Solutions is the retained search division of Partners in Mission, the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school advancement and leadership. As partners among ourselves and with our clients' missions, we value, understand, and embrace the importance of Catholic education in our personal and professional lives — and remain committed to ensuring its strength and vitality for years to come. Engaged by religious and school communities, boards and dioceses, our team of dedicated search consultants have identified and secured mission-driven professionals to serve in a myriad of diverse Catholic school and diocesan leadership positions from Massachusetts to Hawaii.

[WWW.PARTNERSINMISSIONSLSS.COM](http://WWW.PARTNERSINMISSIONSLSS.COM)

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