

Vice President of Advancement

SEARCH PROSPECTUS



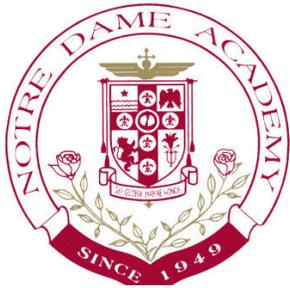
Notre Dame Academy Schools of Los Angeles

WWW.NDASLA.ORG

START DATE – SUMMER 2019

Partners in Mission School Leadership Search Solutions, LLC

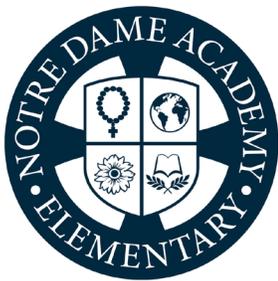
Mission Statement



*Educating Young Women
to Make a Difference*

Notre Dame Academy

Notre Dame Academy is a Catholic, college-preparatory high school dedicated to educating young women to make a difference.



*Educating Today's Youth to be
Tomorrow's Leaders*

Notre Dame Elementary School

Notre Dame Academy Elementary School, in the tradition of the Sisters of Notre Dame, is committed to providing a thoroughly Catholic, 21st century academic education, designed to nurture socially responsible citizens and challenge students to think strategically, act independently, and lead by example.

History

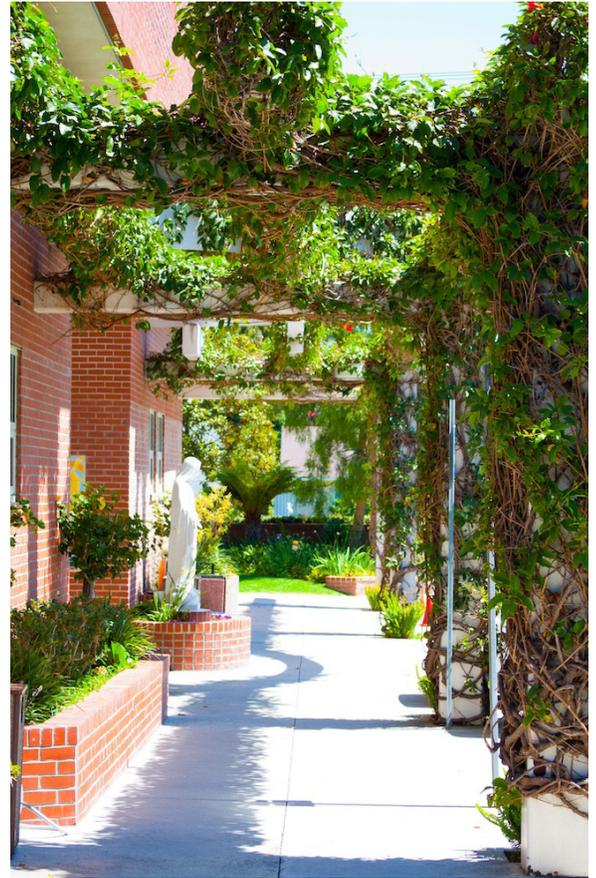
With a proud tradition of providing Catholic education since 1949, the Notre Dame Academy Schools of Los Angeles story is reflective of many throughout the country. Tracing modest beginnings in response to the earlier vision of Reverend Mother Mary Cecilia and call to Sister Mary Bernard to “go out to California and build a house of love,” Notre Dame Academy Schools of Los Angeles first opened with the elementary school in 1949 and the high school the following year. Both schools grew over the years and today provide an excellent, Catholic school experience on a beautiful campus that serves nearly 300 girls and boys in Transitional Kindergarten through eighth grade while providing an excellent, distinctive and sought-after, college prep opportunity for more than 300 young women in grades 9-12.

In the fall of 2005, the school adopted the President/Principal model and established a Board of Trustees and a Board of Members, the latter comprised of Sisters of Notre Dame. Since 2008, the elementary school and the high school have maintained their separate identities but share one President and a single Board of Trustees. In 2012, a corporate restructure was completed merging the corporations of the two schools into one corporation, Notre Dame Academy Schools of Los Angeles, and establishing a separate foundation. The Sisters of Notre Dame retain reserved powers as the member of the corporation but delegate the majority of the governance to the 20-member Board of Directors.

Today

Students from a wide geographic region call the Notre Dame Academy Schools home, arriving from approximately 66 zip codes in the greater Los Angeles area. The school's student body is enhanced and enriched by its ethnic, cultural and socio-economic diversity: 12% African American, 16% Asian, 31% Hispanic, 29% white, and 12% other. While seventy-eight percent of the students identify themselves as Catholic, the school is welcoming to all faiths.

Notre Dame Academy is fully accredited by both the Western Association of Schools and Colleges and the Western Catholic Education Association and holds membership in the National Catholic Education Association. In 1992 and again in 1996, the United States Department of Education named Notre Dame Academy a Nationally Recognized School of Excellence, a blue-ribbon school.

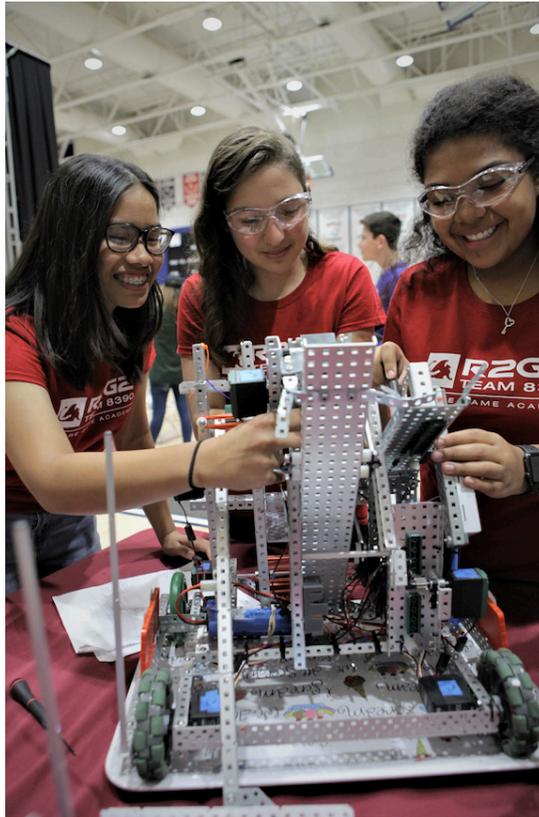


Academic Philosophy

Notre Dame Academy Schools nurtures the whole young woman by recognizing the dignity, uniqueness, and potential of each student. As a Catholic school, Notre Dame Academy encourages students to integrate learning and living in light of the Gospel message. In the spirit of St. Julie Billiart, and in the educational tradition and charism of the Sisters of Notre Dame, the Academy reflects God's goodness and provident care in its warm and welcoming atmosphere.

In light of Church teaching, parents and guardians are the primary educators of their children and therefore, Notre Dame Academy partners with them to promote the growth of each student. Committed to forming women of faith, the school cultivates an environment that empowers students to live Catholic values and to put her faith into action. Providing myriad opportunities for prayer, reflection, and service, Notre Dame Academy encourages lifelong participation in the Church, as well as in the local and global community.

The rigorous college-preparatory curriculum promotes excellence and is enhanced by technology and extra-curricular activities. Notre Dame Academy strives to develop the academic and leadership potential of each student and to provide the tools to develop self-confidence, set meaningful goals, and take the initiative to achieve them. Celebrating its rich heritage and diversity, Notre Dame Academy cherishes each student as a reflection of God's goodness and prepares her to lead a life characterized by spiritual and moral growth, academic excellence, social responsibility and a love of learning.



Notre Dame Academy Elementary is guided by the educational principles of the Sisters of Notre Dame and their mission to proclaim God's goodness and provident care. The faculty and staff believe that a solid instruction in Catholic teaching and practices is essential for shaping morally responsible adults. They are committed to providing a rigorous academic curriculum that challenges each student to

FAST FACTS



600+
students on campus



18
AP Courses



1179

Class of 2017 Mean SAT Score



89%

Class of 2017 Matriculation Rate: 89% to four-year colleges and 11% to two-year colleges



\$1 million

Nearly \$1 million – advancement dollars raised annually

Colleges and Universities acceptances over the past few years

Arizona State University
Belmont University
Berklee College of Music
Boston University
Brown University
Bryn Mawr College
California Baptist University*
California Lutheran University
California Polytechnic State University,
San Luis Obispo*
California State Polytechnic University,
Pomona*
California State University, Channel Islands
California State University, Chico
California State University, Dominguez Hills
California State University, Fullerton
California State University, Long Beach
California State University, Los Angeles*
California State University, Northridge*
Carnegie Mellon University
Case Western Reserve University
Chaminade University of Honolulu
Chapman University*
Claremont McKenna College
College of the Holy Cross
Colorado State University
Columbia University*
Cornell University
Creighton University*
Dartmouth College*
DePaul University
Dominican University of California
Duke University*
El Camino College*
Fairfield University
Fashion Institute of Design and Merchandising, Los Angeles
Fordham University
Georgetown University
Gonzaga University*
Grand Canyon University
Harvard University

achieve his/her highest intellectual and creative potential. In partnership with its parent community, they are dedicated to forming well-rounded, active Catholic leaders, who consistently strive to be persons of moral integrity, academically prepared individuals, effective communicators, and life-long learners making a difference in today's world.

Spiritual Life, Campus Ministry, and Service

Liturgies are planned by the students, guided by the adults, providing another opportunity for students to grow in their faith and develop as Christian leaders.

The Campus Ministry program at Notre Dame Academy is a vibrant, student-led organization that animates and promotes all aspects of faith life on campus. Under the guidance of the Director of Campus Ministry, and with the support of the Religion Department, Campus Ministry students organize, plan, and provide opportunities for faith formation and spiritual development. Campus Ministry student leadership is comprised of the Campus Ministry Core Team, the Liturgy Committee, the Retreat Team, the Kairos Retreat Team, Students for Justice, and the HOPE (Helping Other People Everywhere) Club.

Campus Ministry Coordinators and the student Retreat Team plan and conduct a freshman retreat on campus for an entire school day, a sophomore retreat off campus for an entire school day, and a junior overnight/service-learning retreat. On the senior level, the adult Campus Ministers work with a

Notre Dame Academy Elementary School offers numerous liturgies and prayer services throughout the school year. NDAE provides students with numerous opportunities to serve others. Making sandwiches for a local food pantry, collecting Halloween costumes for a women's and children's shelter or donating toiletry items for a homeless shelter, NDAE students and their families serve the local community. Additionally, each class sponsors a service organization.

Athletics

Athletics and extracurricular activities further extend the options available for self-discovery and personal growth. Participation is encouraged because it provides students with important lessons for life in teamwork, self-discipline, courage, and resilience.

The high school offers 9 sport teams: Basketball, beach volleyball, cross country, soccer, softball, swim, tennis, track and field, and volleyball.

At NDA there is something for everyone, whether your favorite thing is acting, using your math skills, or developing your legal expertise in Mock Trial.

Notre Dame Academy Elementary School offers enrichment programs designed to educate the whole



child. we believe in educating the whole child. Whether the student is athletic, creative, reserved, or outgoing, there is something for everyone. Programs include chess, choral, C.O.R.E. Arts, Knights of the Round Table, Mock Trial, Robotics, and CYO sports. In addition, the 8th grade Leadership Team, led by the Student Council, make up a very visible team of mission-driven leaders transforming the campus. All 8th grade students, governed by the Executive Board and Commissioners of the Student Council, serve as Committee Members who plan, shop for, take ownership of, and lead all school activities.



The Position

The Vice President of Advancement is responsible for leading the advancement team and for the development and strategic implementation of all aspects of fundraising including, but not limited to, capital campaigns, annual fund, alumni and community affairs, endowment, and communications. Reporting to the President, the Vice President of Advancement is a key member of the President's leadership team and advances the mission, values, and strategic goals of the school through the collaborative efforts of the department. The Vice President of Advancement will supervise the elementary and high school advancement staff by establishing a team-based approach while incorporating best-practices throughout its advancement operations.

The Vice President of Advancement is responsible for strengthening and diversifying Notre Dame Academy Schools funding and will be supported by the dedicated and gifted Advancement Committee of the school's board, department staff, and passionate and engaged volunteers. With the support of the President and the Board, the Vice President of Advancement will implement a multi-level Advancement plan that will include alumni, corporate and business, foundation, endowment, special event and direct engagement efforts. Additionally, Partners in Mission has been retained by the school leaders to assess areas of its advancement operations and provide ongoing advancement counsel to the Notre Dame Academy Schools community.

Working with the President, the Vice President of Advancement will lead the team responsible for raising accessibility and sustainability awareness challenges to its respected and valued Catholic education and the vital role that Notre Dame Academy Schools plays in serving the ambitious students and families throughout the greater Los Angeles region.

Challenges and Opportunities

Notre Dame Academy Schools is poised to determine its own destiny in the area of advancement. Given the personal passion, experience, and leadership of its strong administrative team, Board, along with an advancement team capable of creating a highly successful, professional program, the time is now to set and achieve aspirational goals for this distinguished school community. With proper planning, robust community engagement, and data-driven and strategically implemented community-wide fundraising programs, the goals and outcomes achieved through the advancement program team will build momentum, excitement, opportunity, and set the Notre Dame Academy Schools apart as a genuine leader among America's finest Catholic TK-12th grade school communities .

Hawaii Pacific University
 Howard University*
 Johns Hopkins University
 Lehigh University
 Lewis & Clark College
 Long Beach City College*
 Louisiana State University
 Loyola Marymount University*
 Loyola University Chicago*
 Loyola University New Orleans
 Marquette University*
 Massachusetts Institute of Technology
 Massachusetts College of Pharmacy & Health Sciences
 McGill University
 Michigan State University
 Mount Saint Mary's University
 New York University
 Northeastern University
 Northern Arizona University
 Northwestern University
 Notre Dame de Namur University
 Occidental College
 Oregon State University
 Otis College of Art and Design
 Pennsylvania State University
 Pepperdine University
 Point Loma Nazarene University*
 Princeton University
 Providence College
 Purdue University
 Regis University*
 Sacred Heart University*
 Saint Mary's College
 Saint Mary's College of California
 San Diego State University
 San Francisco State University*
 San Jose State University*
 Santa Clara University*
 Santa Monica College*
 School of the Art Institute of Chicago*
 Scripps College
 Seattle University*
 St. John's University*
 Stanford University*
 Syracuse University
 Texas Christian University*
 The George Washington University

The Ohio State University
 The University of Alabama*
 The University of Arizona
 The University of Scranton
 The University of Texas, Austin
 United States Naval Academy
 University of British Columbia*
 University of California, Berkeley*
 University of California, Davis*
 University of California, Irvine*
 University of California, Los Angeles*
 University of California, Merced*
 University of California, Riverside*
 University of California, San Diego
 University of California, Santa Barbara*
 University of California, Santa Cruz
 University of Chicago
 University of Colorado at Boulder
 University of Dayton*
 University of Hawaii Manoa*
 University of Kansas
 University of Maryland*
 University of Massachusetts*
 University of Miami*
 University of Nebraska*
 University of Notre Dame
 University of Oregon*
 University of Pennsylvania
 University of Portland
 University of Puget Sound
 University of San Diego*
 University of San Francisco*
 University of Southern California*
 University of the Pacific
 University of Tulsa*
 University of Washington
 University of Wisconsin, Madison
 Villanova University
 Washington State University*
 Wellesley College*
 West Los Angeles College*
 Whittier College*
 Xavier University
 Yale University*

* admission offers accepted

The candidate selected for this newly-created executive leadership position will be expected to bring the energy, charisma and both the executive administration and best-in-class advancement skills necessary for this school-community to build on its extensive traditions and storied legacy, while delivering excellence in a Christ-centered and faith-filled Catholic education. Candidates are expected to be available to assume the responsibilities of the position in the summer of 2019, with a July start preferred.



Desired Qualities and Characteristics

- Practicing Catholic in communion with the Church who is a faith-filled and Christ-centered servant leader that embraces, models, and champions the traditions and values of the Notre Dame Academy Schools community.
- 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 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.
- Experience in being a part of strategic planning for an organization and implementing capital campaigns 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, Donor Perfect and related school and departmental software platforms.
- Fair, fun, and compassionate executive who embraces collaboration while leading with missionary zeal.



Application Procedure

To apply, please submit the following materials, confidentially and as separate PDF attachments in one email to Michael Furey. Please include Notre Dame Academy Schools in subject field.

- Cover letter that aligns your experiences and skill sets with the current needs of the school as you understand them.
- Current resume with all appropriate dates included.
- List of five references including names, relationship, phone numbers and email addresses. No references will be contacted without your knowledge and approval.



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**SCHOOL LEADERSHIP
SEARCH SOLUTIONS**

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.

Partners in Mission School Leadership Search Solutions

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