



## Associate Director of Development

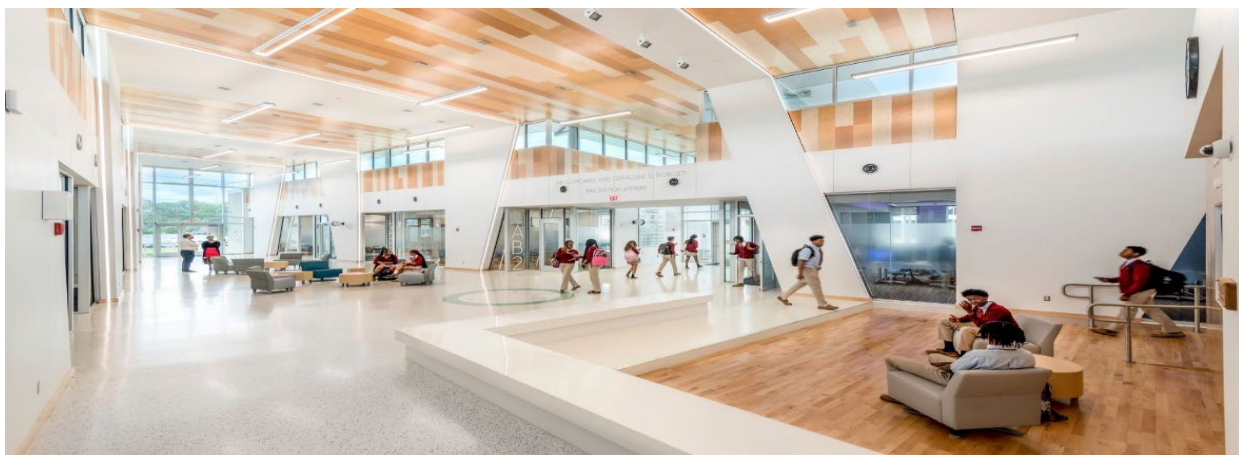
Bishop McNamara High School  
Forestville, Maryland

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### School Overview:

Bishop McNamara High School today promotes a co-educational Catholic liberal arts curriculum rooted in the Holy Cross tradition that seeks the “harmonious development of the whole person,” which was the challenge given at the School’s founding in 1964 by Brother Ephraim O’Dwyer, C.S.C., then Provincial of the Brothers of Holy Cross, Eastern Province. This challenge echoes the educational philosophy established more than 180 years ago by Blessed Basile Moreau who stated in his defining work Christian Education, *“We shall always place education side by side with instruction, the mind will not be cultivated at the expense of the heart.”*

Bishop McNamara High School educates the “hearts and minds” of close to 900 students from nine different counties in the Washington Metropolitan region in a dynamic, inclusive Catholic school community rooted in the Holy Cross tradition. The School remains devoted to its four pillars - Being Family, Building Respect, Educating Hearts and Minds, and Bringing Hope - as we prepare students “to think with Christ,” which was Bishop John M. McNamara’s ecclesiastical motto. Through the shared conviction among all members of our community that “the cross is our only hope,” we strive to be men and women with hope to bring preparing the world for better times than these.



Carney  
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& ASSOCIATES

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## Position Summary:

Guided by Bishop McNamara and Holy Cross values of being family, the Associate Director of Development will work closely with the Director of Development to implement strategies that foster donor engagement and achieve revenue goals. The Associate Director will be instrumental in managing a portfolio of new and existing donors, executing a comprehensive multi-channel solicitation plan aimed at growing its capital campaign and annual fund.



## Responsibilities:

- **Donor Cultivation and Solicitation:** Qualify, cultivate, and solicit alumni, parents, and friends capable of making annual gifts of \$1,000 or more. Emphasize retaining and increasing contributions from existing donors while aligning with the mission of Bishop McNamara High School.
- **Outreach and Stewardship:** Achieve outreach targets by conducting phone calls, and writing emails, and letters daily. Continually qualify new donors and cultivate, solicit, and steward existing donors, ensuring that all interactions reflect our values of respect, empathy, and community.
- **Fundraising Innovation:** Contribute to the growth of gift fundraising efforts with creativity, professionalism, and effective teamwork. Ensure sustainability in fundraising practices while maintaining a high standard of ethical conduct.
- **Mass Solicitation Strategies:** Collaborate with the Director of Development and the Communications team to develop and implement strategies for mass solicitation of Bishop McNamara prospects through direct mail and email, ensuring consistent and engaging communication.



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### Responsibilities (continued):

- **Project Management:** Partner with the Director of Development to manage special projects, including events, and other fundraising initiatives. Ensure that these projects are executed with precision, enthusiasm, and a commitment to advancing the mission of Bishop McNamara High School.



### Qualifications:

- Bachelor's degree required.
- At least 2 years of professional advancement experience, preferably in leadership and capital giving.
- Cultivate, solicit and steward an annual portfolio of 125-150 prospects.
- Ability to effectively articulate the and mission of Bishop McNamara High School and Holy Cross.
- A strong commitment to growing knowledge and best practices as a fundraiser.
- Ability to maintain clear, accurate records and prepare accurate and timely reports.
- Willingness and ability to travel locally with 2-4 national trips annually.
- Understanding of computer and constituent software.
- Excellent interpersonal, oral, and written communication skills.
- Proven project management skills.
- Highly self-directed with an attention to detail and ability to organize effectively.



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### Location/Travel:

While Bishop McNamara High School is in Forestville, MD, employees live throughout the surrounding region but must be willing to make the commute to the school.

### Compensation and Benefits:

Compensation and comprehensive benefits will be competitive and commensurate with experience and the local and national independent school market.

### Interested Persons Contact:

Jonathan K. Ball  
Managing Associate  
Carney, Sandoe & Associates  
617-933-3450 (dir)  
[jball@carneysandoe.com](mailto:jball@carneysandoe.com)

*All inquiries and nominations are kept confidential.*

*Bishop McNamara High School is an Equal Opportunity/Affirmative Action Employer. The essential functions and basic skills have been included. This is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors as deemed appropriate may assign additional functions and requirements.*



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