

CHIEF ADVANCEMENT OFFICER SEARCH

CONVENT OF THE SACRED HEART

New York, New York

cshnyc.org

Start Date: Immediate, can wait until July 2025



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission

At the heart of our philosophy is the belief that each child possesses unique gifts. Our Mission is to unearth those gifts, nurture them, and empower each child of the Sacred Heart to share those gifts with the global community.

Goals

As a member of the international Sacred Heart network, we are committed to live the five Goals and Criteria shared by all Sacred Heart schools.

1. Goal One: a personal and active faith in God.
2. Goal Two: a deep respect for intellectual values.
3. Goal Three: a social awareness which impels to action.
4. Goal Four: the building of community as a Christian value.
5. Goal Five: personal growth in an atmosphere of wise freedom.

At a Glance



Established
1881



Enrollment
733



Total faculty
121



Student-faculty ratio
7:1



Students of color
23%



Financial aid awarded
\$6.3M



Faculty with advanced degrees
83%



Sacred Heart Schools
around the world
150+

Non-Catholic students: 30%

Faculty of color: 25%

Students receiving aid: 19%

Endowment: ~\$76M

Annual operating budget: \$53M

Clubs and organizations: 60+

Campus size: 161,000 sqft



Overview

Convent of the Sacred Heart, 91st Street, is New York City's oldest independent, Catholic all-girls school serving grades Pre-K-12. As a member of the international network of Sacred Heart schools, the school's mission calls for the creation of a welcoming and inclusive community where each student is empowered to find and share her passion and purpose. From its inception, Convent of the Sacred Heart has been governed by a strong commitment to educate the whole child, addressing her intellectual, spiritual, social, and emotional development, and cultivating her individual gifts and talents. The school enjoys both great affection from all its constituencies as well as their deep commitment to its mission, goals, and criteria. Since 2000, Sacred Heart has realized unprecedented growth and success. The school's operating budget has tripled; its endowment has quadrupled; and its impressive physical campus has expanded by more than 50% to include a state-of-the-art Athletics and Wellness Facility and newly renovated Science and Technology facilities. Faculty and staff have increased by 30%. The school also recently launched several signature programs including Exploring Entrepreneurship, a partnership with the Sacred Heart school in Atherton, CA, and immersion trips to the Dominican Republic and India. Sacred Heart has earned a highly respected place among both New York City independent schools and the global Sacred Heart network.

With a vision of empowering students to maximize their unique potential to make a difference in the world, the Religious of the Sacred Heart of Jesus (RSCJ) opened the Convent of the Sacred Heart in midtown Manhattan in 1881. Due to impressive and rapid growth, the school relocated to the Otto Kahn Mansion on East 91st Street at Fifth Avenue in 1934 and acquired the adjacent building, the James Burden Mansion, in 1940. Since then, the school has been housed in these two beautiful, landmarked buildings, providing a remarkable learning environment for all girls. In 2008, the school acquired a new building at 406 East 91st Street. Thanks to an ambitious and successful capital campaign, the school opened its state-of-the-art Athletics and Wellness Center in 2014. Since then, the school has renovated significant portions of the Mansions, providing updated learning spaces for science and technology. Today, 91st Street is a vibrant, mission-driven community that empowers each young woman to share her passion and purpose. Sacred Heart celebrates its heritage and traditions as it strives for higher excellence and pursues a bold vision for the future.



Now, Sacred Heart seeks a well-seasoned and mission-aligned fundraising professional to serve as the school's next Chief Advancement Officer, assuming the role by July 2025. Reporting to Head of School Kate Adams, this position serves as leader of all philanthropic activities, including annual fund, alumnae and parent relations, capital campaign planning and execution, and major gift cultivation, solicitation, and stewardship; acts as a strategic thought partner to the Head of School and Board of Trustees and collaborates with colleagues throughout the school community as a member of the School's senior administrative team. Compelling candidates will demonstrate proven success in elevating fundraising programs along with experience in managing and leading teams.

Opportunities and Challenges

Sacred Heart's next Chief Advancement Officer will join the community at an exciting and busy time. Head of School Kate Adams is beginning her second year of leadership and will enthusiastically pilot the school's further expansion and program growth. A warm, intuitive, energetic, and collaborative leader, Kate will welcome the partnership of the Chief Advancement Officer as they work together closely and strategically to advance Sacred Heart's mission and goals through philanthropy. Having concluded its most recent strategic plan in 2022 and two most recent capital campaigns totaling just under \$100 million, the school's leadership is now poised to engage in a collaborative process to develop the next strategic plan and subsequent capital campaign. The Chief Advancement Officer will play an integral role in all aspects of campaign planning and implementation. He/she will work closely with the Board of Trustees, attending full Board sessions, a number of Committee meetings, and serving as the School's liaison to the Advancement Committee, as well as lead a well-seasoned and long tenured team of five dedicated individuals in the Advancement Office (Director of Alumnae Relations and Associate Director of Advancement, Director of Annual Giving and Special Events, Associate Director of Digital Communications and Database, Advancement Officer and Associate Director of Prospect Research, Advancement Assistant).



The successful Chief Advancement Officer will focus on opportunities to restructure the Advancement department to optimize its operations and better utilize the strengths and talents of the team to maximize fundraising. Identifying, cultivating, and inviting families and alumnae with the capacity and inclination to become leadership supporters will be a critical focus. Additionally, strategic and innovative structuring of events with impeccable management and follow-up is needed.

The priorities, challenges, and opportunities ahead for the Chief Advancement Officer include:

- Partnering with the Head of School to advance Sacred Heart’s mission via robust philanthropy;
- Planning and launching Sacred Heart’s next capital campaign;
- Serving as the School’s liaison to fundraising counsel;
- Providing strong leadership to the Advancement Office via clarification of roles and responsibilities, collaborative and vigorous fundraising goal setting, advocacy, clear communication, and constructive feedback;
- Cultivating new and existing relationships throughout the Sacred Heart community;
- Establishing intentional follow-up communications and activities with constituents and prospective donors;
- Participating in the School’s senior administrative team;
- Collaborating closely with administrative colleagues and developing a strong and productive partnership with the Director of Strategic Communications and Marketing; the Director of Admissions, Enrollment Management and Financial Aid, and Chief Administrative Officer;
- Contributing to Sacred Heart’s commitment to institutional equity via the implementation of inclusive fundraising practices.



Responsibilities

In addition to embracing the Convent of the Sacred Heart's mission, supporting its Head of School and leadership, and representing the school at professional and public forums, the CAO will have the following primary responsibilities:

- Provide strategic and collaborative partnership to the Head of School, Senior Leadership Team, and Board of Trustees (including as chief staff liaison to the Advancement Committee).
- Establish advancement goals, actions steps, and accountabilities that support the school's strategic priorities.
- Ensure collegial and trusting relationships and connections everywhere – within the Advancement Team and throughout the extended school community.
- Work closely with the Chief Administrative Officer, who serves as the school's CFO to ensure accurate projections, reporting, systems coordination, and gift tracking.
- Sharpen the school's case for support and the successful execution of capital, endowment, and annual giving programs while creatively and entrepreneurially expanding and nurturing the donor base in each area of giving.
- Manage a portfolio of major donors.
- Partner with the Head of School and key Board members on major gift solicitations.



Qualifications and Personal Attributes

The most competitive candidates will offer most or all the following qualifications and qualities:

- 10+ years of fundraising experience. Independent school experience, along with knowledge and understanding of philanthropy in New York City, are preferred but not required;
- An understanding of and respect for Sacred Heart mission, goals, and criteria;
- Deep grounding in all aspects of advancement work including annual giving, capital campaigns, major gifts, prospect research, alumni relations, communications, and special events;
- Adept in use of technology, databases and robust data gathering, analysis and reporting;
- An understanding of the importance of guiding and supporting the Advancement Office;
- Experience in leading and assessing teams;
- The ability to cultivate and build strong and authentic relationships with a broad array of colleagues and constituents;
- A desire and ability to build community in an inclusive and thoughtful manner;
- Extensive organizational and people skills with experience in working independently;
- Respect for the importance of confidentiality and discretion;
- Excellent verbal and written communication skills;
- Interest in engaging in a lively and busy school environment;
- A joyous spirit and a fine sense of humor.

Learn More

Click on the links below to learn more about Convent of the Sacred Heart.

[School Website](#)

[Global Network](#)

[Heritage and Spirituality](#)

[College Matriculation](#)

[Diversity and Inclusion](#)

[About New York, New York](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Sara Shulman
Practice Leader – Development and Finance
sara.shulman@carneysandoe.com

Elyse Waterhouse
Consultant
elyse.waterhouse@carneysandoe.com

The full-time equivalent salary range for this position is \$250,000-\$300,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.