



Academy of Our Lady of Peace

Associate Director of Philanthropy and Alumnae Giving

Position Description

Associate Director of Philanthropy and Alumnae Giving

Reports to: Chief Advancement Officer

Job Classification: Full-Time, Exempt

Position Overview

The Academy of Our Lady of Peace seeks a strategic, results-driven professional to serve as Associate Director of Philanthropy and Alumnae Giving, reporting directly to the Chief Advancement Officer (CAO). This role supports OLP's mission by strengthening donor relationships, increasing philanthropic revenue, and advancing a comprehensive, integrated advancement program that aligns with OLP's strategic goals.

As part of a lean, highly collaborative advancement model, the Associate Director plays a critical role in translating institutional priorities into coordinated action. This position carries meaningful responsibility for portfolio management, fundraising performance, CRM oversight, constituent engagement, and strategic donor-centric event alignment.

This role is ideal for a mission-aligned leader who thrives at the intersection of relationship management, philanthropy, strategy, and systems, and who is energized by building an advancement program that is both highly relational and operationally strong.

This position has a salary range of \$80,000 to \$86,000, commensurate to experience.

Essential Responsibilities

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Philanthropic Leadership

- Serve as a key partner to the CAO in advancing OLP's integrated institutional advancement program through fundraising, constituent engagement, stewardship, special events, and advancement operations with a focus on alumnae giving;
- Help communicate advancement priorities in partnership with the CAO to internal faculty and staff, volunteers, parents, alumnae and the community at large;
- Exercise sound judgment, initiative, and professional discretion in carrying out advancement priorities, managing projects, and coordinating the work of internal and external partners;

Fundraising and Revenue Goals

- Lead and manage a major gifts pipeline, annual giving, campaign, and donor stewardship programs to achieve and exceed annual fundraising targets;
- Cultivate, solicit, and steward a portfolio of mid- to major-level donors; document moves

management activities and progress in the donor CRM;

- Collaborate with the CAO to develop a comprehensive development plan that supports OLP's strategic priorities and further advances a culture of philanthropy.

Prospect Strategy and Management

- Identify, qualify, cultivate, solicit, and steward new prospects; align outreach to OLP's priorities.
- Lead the implementation of alumnae relations and broader constituent engagement efforts that strengthen connection, participation, and long-term philanthropic affinity;
- Develop targeted engagement strategies, experiences, and pathways for priority constituencies that deepen relationships with parents, alumnae, donors, grandparents, foundations, corporations, and friends of OLP;

Data, Analytics, and Systems

- Lead the day-to-day advancement operations by maintaining accurate donor records, pipeline tracking, and reporting in the CRM; monitor metrics and provide regular analyses to guide strategy in the development of a strong and scalable advancement program;
- Generate dashboards and progress reports for leadership meetings; use data to optimize cultivation and solicitation tactics, constituent engagement, event performance, and advancement decision-making;
- Partner with the CAO and other internal colleagues to ensure advancement operations are aligned with institutional priorities, financial practices, and long-term growth;

Collaboration and Compliance

- Partner with Marketing/Communications, Admissions, Finance and Program Directors to align messaging and fundraising priorities; serve as a connector across functions on behalf of the CAO to ensure fundraising efforts are strategic, coordinated, and community-centered;
- Ensure compliance with fundraising regulations, privacy laws, and OLP policies; uphold ethical standards of fundraising at all times;
- Coordinate effectively with volunteers, alumnae leaders, independent contractors, outsourced partners, and community stakeholders in support of fundraising, special events and community connection;
- Make certain that all advancement programs reflect the mission of the Academy of Our Lady of Peace, the charism of the Sisters of St. Joseph of Carondelet, and OLP's commitment to forming faith-filled young women leaders;

Requirements

- Bachelor's degree required; advanced degree preferred;
- Minimum 3-5 years of progressive fundraising or advancement; experience, preferably in independent schools or higher education;
- Demonstrated success in major gifts, annual giving, and donor stewardship; experience in club, campaign planning, or other revenue-generating work is a plus;

Skills and Competencies

- Strong interpersonal, communication and presentation skills with the ability to motivate volunteers and staff; collaborative and adaptable with the strength and capacity to thrive in a lean, integrated, and evolving advancement environment;
- Proficiency with donor CRM systems (preferably Raiser’s Edge or similar) and with data-driven fundraising and reporting practices;
- Proactive, resourceful, and strategic thinker with a proven ability to manage multiple projects, deadlines, and competing priorities while exercising sound judgment, organization, and professional autonomy;
- Strong analytical, written, verbal, and interpersonal communication skills with proven ability to work cross-functionality and with external partners;
- Ethical, donor-centered approach, with a commitment to the mission of Catholic education, the values of the Sisters of St. Joseph of Carondelet, and the formation of young women leaders;
- Highly organized, strategic, and detail-oriented, with the ability to balance big picture thinking and strong execution; experience planning or overseeing events that support relationship building, stewardship, and fundraising outcomes;
- Relational and intuitive with the ability to build trust and credibility across diverse constituencies; confident engaging donors, alumnae, families, volunteers, and community partners in a professional and mission-aligned manner;

Other Requirements

- Participate in school activities, evening and weekend responsibilities, and other duties as assigned in support of OLP’s mission and advancement programs;
- Ability to occasionally travel locally, regionally, or nationally for donor meetings, events, and engagements.

Required Documents & Pre-Employment Requirements:

Applicants must submit a cover letter, resume, and two professional references from current or former supervisors. Candidates must also provide official transcripts, a current negative TB test result or TB Risk Assessment Questionnaire, complete required training, and successfully complete Livescan fingerprinting. Employment is contingent upon obtaining fingerprint clearance from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

The Academy of Our Lady of Peace (OLP), located at 4860 Oregon Street, San Diego, CA 92116, is in an area that may experience earthquake activity and is near a low flood zone. For more information on potential natural hazards, please visit the California Governor’s Office of Emergency Services at <https://myhazards.caloes.ca.gov/>.

Fair Chance Act Compliance:

OLP will consider qualified applicants with a criminal history in accordance with the California Fair Chance Act. You are not required to disclose your criminal history or undergo a background check until after a conditional job offer has been made. If a background check reveals information that OLP believes is directly related to the position, you will have the opportunity to explain the circumstances, provide mitigating evidence, or dispute the accuracy of the report. For more information, visit <https://calcivilrights.ca.gov/fair-chance-act/>.

Equal Opportunity Employment

The Academy of Our Lady of Peace is an Equal Opportunity Employer and is committed to creating an inclusive environment where all qualified applicants receive equal consideration for employment. OLP prohibits discrimination and harassment based on race, color, religion, sex, gender identity, gender expression, sexual orientation, national origin, disability, age, genetic information, marital status, veteran status, or any other protected characteristic under federal, state, or local law.