

Stone Ridge School of the Sacred Heart (Bethesda, MD)
Campaign Coordinator Job Posting

Stone Ridge is seeking a Campaign Coordinator to begin on August 1, 2017.

Stone Ridge School of the Sacred Heart, a member of the international Network of Sacred Heart Schools, is a Catholic, independent college preparatory school for girls, Grades 1-12, with a co-educational Early Childhood Program, Pre-Kindergarten, and Kindergarten. With over 700 students and rooted in the Goals of Sacred Heart education, Stone Ridge inspires young women to lead and serve, through lives of purpose that integrate faith, intellect, community, social action, and personal growth in an atmosphere of wise freedom.

The Campaign Coordinator is an essential member of the Institutional Advancement Team, which recently completed a capital campaign to enhance the School's athletic facilities, entrances, and traffic flow. As the School approaches its 100th anniversary, we seek a dynamic team member who will bring energy and optimism to the next campaign.

The Campaign Coordinator reports to the Director of Institutional Advancement and works closely with the Advancement Team, the School's leadership teams, and volunteers to achieve the goals of the School's major campaign efforts. Specifically, the Campaign Coordinator assists the Director of Institutional Advancement to ensure that the campaign is on schedule and progressing with a high level of visibility and momentum, engendering a sense of excitement, optimism, and confidence in achieving the campaign goal. S/he has a proven track record of meeting campaign needs in all phases: prospect research, record keeping, identification, cultivation, solicitation with successful closure of major gifts, stewardship, and donor recognition. S/he is responsible for the implementation of all aspects of the fundraising campaign, including execution of operating plan, goals, and timetable. S/he works closely with the staff solicitors including, the Director of Institutional Advancement, Director of Annual Giving, and Director of Alumnae Relations to ensure a coordinated approach to each major gift prospect; likewise, the Campaign Coordinator collaborates with the Director of Marketing and Communications on the creation of campaign print and electronic materials (e.g. case statement, Board of Trustee presentations, solicitations and acknowledgements, and gift agreements). With the Director of Institutional Advancement, the Campaign Manager provides analysis and progress reports to the Head of School and Board of Trustees, personally managing a select portfolio of major/leadership gift prospects. S/he collaborates with the Director of Institutional Advancement and Director of Special Events to plan campaign prospect visits, develop event briefings before events, and supports staffing of events as needed.

The ideal candidate holds a Bachelor's degree and industry-related experience; an understanding of independent secondary or higher education is a plus. S/he has a track record for successful implementation and completion of a campaign goals, with demonstrated success working in a team environment with confidential information. S/he possesses excellent skills in both written and verbal communication; s/he is also comfortable working in a fast-paced, multi-tasked environment. S/he is proficient with Blackbaud's Raiser's Edge and is committed to giving life to the School's mission.

Compensation includes competitive benefits and salary commensurate with experience.

Applicants of diverse, underrepresented backgrounds are encouraged to apply. Interested candidates should complete the online employment application at <https://www.stoneridgeschool.org/srapplication>. As part of the online application, please upload a resume, a writing sample - illustrating some aspect of industry experience, list of references, and cover letter addressed to Corinne Fogg, Director of Curriculum and Professional Development, all in PDF format. The deadline for applications is June 16, 2017.