



SOPHIA ACADEMY
REFLECTING WISDOM IN THE GIRL

Mission:

Sophia Academy engages girls from low-income families on a joyful quest for self-discovery and opportunity through a middle school education grounded in social justice.

Vision:

An equitable world where girls and women are seeking fulfillment, realizing their dreams, and inspiring others.

Since 2001, Sophia Academy has helped transform the lives of nearly 300 young women and their families through a holistic, social-justice-driven middle school education. A close-knit team of faculty and staff place our 60 students and their families at the center of all we do, inspiring each student to embrace her own story, culture, strengths, and beliefs as positive and powerful elements of her life.

All Sophia graduates complete high school and most continue on to postsecondary education. The success of our graduates, especially compared to their Providence peers, demonstrates that we are essential to Rhode Island's pursuit of educational equity and excellence. Sophia's strong social justice ethos has attracted the attention of such inspiring women as Stacey Abrams, #MeToo cofounder Tarana Burke, and Nobel Peace Prize winner Malala Yousafzai; and, its dedicated and talented faculty are recognized nationally for their excellence.

In 2022, the school mounted a one-year \$3 million 20th anniversary campaign, raising \$4.2 million. Sophia Academy is accredited by the Association of Independent Schools of New England (AISNE) and is nonsectarian.

Position Overview

A compelling mission and generous donor community create a strong platform for the next Director of Development and External Affairs to bring expertise, creativity, and energy to bear on a new strategic direction for Sophia Academy.

Reporting to and working in close collaboration with the Head of School, the Director will design and execute a comprehensive fundraising plan to increase critically needed philanthropic support, raising \$2 million + annually. The Director will oversee all aspects of development and external affairs, including individual giving, corporate and foundation relations, communications, events, development opportunities, and donor stewardship. They will hire and supervise a

Development Associate, whose primary responsibility will be the execution of gift processing, events, and communications.

Essential Functions

Major Gift and Leadership Annual Fund

- Identify, engage, cultivate, and solicit a portfolio of donors and prospects with the capacity to give major and leadership annual fund gifts.
- Develop and implement strategies to maximize prospects' giving through in-person meetings, phone, correspondence and events.
- Implement and evaluate a multi-channel annual fund solicitation strategy that includes a comprehensive direct marketing plan (print, email, social).
- Consistently document all donor communications and meet engagement goals.

Management and Oversight

- Oversee the daily workflow of the department and supervise staff.
- Manage policies and best practices related to gift acceptance, pledges, financial reporting, deferred giving, and donor intent.
- Provide constructive and timely performance communication.
- Ensure assignments are completed by deadlines and meet departmental standards.
- Provide experienced counsel and support to the Head of School and support the management of the board of trustees.
- Serve as liaison to the Board's Development Committee and other committees as assigned.
- Manage an annual budget for cost-effective financial results.
- Ensure that donation data, pledges, and other financial information are accurately reflected in financial statements, funding proposals/reports, and other documents.

Corporate and Foundation Relations

- Partner with an external consultant to increase support from corporations and foundations
- Research new funding opportunities, develop and submit proposals and reports, and steward relationships.

Communications, Events, and Stewardship

- Plan and execute tailored communications and collateral for donors and prospects, including annual fund collateral, proposals, gift agreements, acknowledgment letters and email blasts.
- With assistance from department staff, manage fundraising events, including a major annual celebration event; perform follow-up to ensure seamless and accurate communication with event donors, and initiate strategic cultivation for future giving.

Qualifications

- Passion for, and commitment to social justice, girls education, and equity; Enthusiasm for working in a close-knit, student-centered school environment.
- 5 + years of successful face-to-face donor solicitation and prospect management.

- Experience in planning and development projects, including coordinating with staff and volunteers to achieve desired outcomes, and tracking and reporting on progress to senior leaders/Board of Trustees.
- Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials.
- Gets others to accept ideas by using convincing arguments, creates a win-win situation and responds appropriately to key stakeholders.
- Holds a valid driver's license in good standing and has regular access to a vehicle.
- Experience with Raisers Edge or a similar database is preferred.

To apply, send cover letter and resume via email to Marie D. Myers, Head of School, at mmyers@sophia-academy.org.

Sophia Academy is committed to a policy of nondiscrimination and equal opportunity for all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, veteran's status, genetic information, and any other category protected by federal, state, or local law.