



Mission Grammar School

OUR LADY OF PERPETUAL HELP

Position Description

Position:	Director of Advancement
School:	Mission Grammar School
Reports To:	Dr. Aliece Dutson, President
Location:	On-site with remote flexibility
Job Type:	Full-time

MISSION GRAMMAR SCHOOL

Mission Grammar School is an urban, college-preparatory Catholic school located in the Mission Hill neighborhood of Boston, Massachusetts. As the city's oldest continually operating Catholic school, Mission Grammar has served Boston's underserved communities for over 138 years, providing scholars from 3 months through 6th grade with access to a high-quality, values-based education.

Today, we serve 310 scholars and are supported by a talented, dedicated faculty who empower students to reach their full potential. Through a strategic \$30M capital campaign, currently underway, we are expanding our historic campus to meet the growing needs of families across Boston, enhancing enrollment capacity and creating a modern, 21st-century learning environment that honors our rich legacy.

ROLE SUMMARY

Mission Grammar School seeks a Director of Advancement to join a thriving institution during an exciting period of growth and development. As a key member of Mission Grammar's Leadership Team, the Director of Advancement is responsible for implementing a comprehensive fundraising plan that supports the school's mission and financial goals. This role oversees all development activities and works closely with the School Board of Directors. Primary responsibilities include managing a diverse portfolio of fundraising initiatives—such as major giving, annual giving, capital campaign, and donor stewardship—and overseeing a Communications and Development Associate.

The successful candidate will foster a strong culture of philanthropy within the school community, apply a data-driven and donor-centered approach to fundraising, cultivate long-term relationships with donors and prospects, and effectively communicate the school's mission and philanthropic priorities to key stakeholders.

SPECIFIC RESPONSIBILITIES

School Leadership

- Contribute to overall school direction and strategy as a member of the Leadership Team.



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- Build relationships throughout the school to foster a culture of community engagement and philanthropy.
- Manage the Advancement department's annual budget, setting corresponding department goals and tracking outcomes.

Fundraising Execution and Campaign Management

- Develop, plan, manage and execute a comprehensive development strategy and program for all fundraising activities that secure financial resources from individual donors, foundations, and corporations to support Mission Grammar School.
- Drive all Major Giving activity, including, supporting the President and Board in identifying, soliciting, and closing high-level gifts.
- Partner with the President to execute fundraising efforts to ensure the successful completion of the capital campaign.
- Lead strategies for appeals, corporate partnerships, foundations and events to meet, or surpass, organizational funding goals for short-term and long-term objectives.
- Manage and oversee the planning and execution of the annual gala, ensuring it serves as a premier fundraising and community-building event.
- Oversee all fundraising and community engagement events and the volunteer program.

Gift Solicitation & Donor Relations

- Develop a data-driven strategy to increase participation, donor retention, and total giving year-over-year.
- Supervise the Advancement Associate in maintaining best practice systems and policies for gift processing, stewardship, fund reporting, and donor tracking.
- Set and lead communication strategy surrounding advancement efforts
- Oversee the creation of compelling content and storytelling to drive campaign and annual fund giving
- Steward event sponsors and contributors to increase donor long-term retention.
- In coordination with the External Affairs Associate, oversee the school's CRM (Little Green Light), ensuring data accuracy and generating regular performance reports.
- Coordinate with the Finance Department to reconcile donations, monitor expenditures, and prepare financial statements.

School Board of Directors: Support & Engagement

- Serve as primary liaison between the Board and the Advancement Department.
- Engage and support the Board, providing the education and leadership necessary to enhance their fundraising efficacy.
- Partner with the President to cultivate a culture of philanthropy among board members, staff, alumni, and families.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Strategic leader with strong fiscal management and proven project and people management skills.
- Experienced fundraiser with track record of success with Major Gifts, campaign and event fundraising, and/or endowments.



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- Track record of building and maintaining relationships with diverse stakeholders.
- Self-directed, flexible, and able to work independently or collaboratively in teams, with a positive attitude.
- Solution-oriented with the ability to problem-solve and deliver thoughtful, creative, data-driven solutions to deliver results.
- Skilled in developing, implementing, and coordinating fundraising and donor strategy policies and procedures.
- High ethical standards, professionalism, confidentiality, and cultural competency.
- Bachelor's degree from an accredited institution
- Demonstrated success in managing the full fundraising cycle, including donor engagement, cultivation, and relationship-building with current and prospective donors.
- School based and/or non-profit development experience preferred.
- Experience with data collection and analysis. Must possess a record of increasing and diversifying financial support.
- Proactive, motivated, and willing to take on responsibilities beyond defined duties while quickly learning new and established procedures.

EQUAL OPPORTUNITY

Diversity and inclusion are core to Mission Grammar School. We are passionate about building and sustaining a diverse and inclusive working and learning environment. Every member of our team enriches our community by exposing us to a broad range of perspectives and ways to understand and engage with the world. We don't just accept difference — we celebrate it, support it, and thrive because of it.

Mission Grammar School is proud to be an equal opportunity workplace and promotes affirmative action. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and team members without regard to race, color, religion, sex, pregnancy, national origin, age, physical or mental disability, marital status, sexual orientation, gender identity, gender expression, or military and veteran status.

Experience working with Catholic schools, educational nonprofits, or capital projects is a plus.

COMPENSATION

Salary: Starting at \$115,000 + based on education level & experience.

Benefits: Mission Grammar School provides a generous and comprehensive employee benefits package including a Mission Grammar tuition benefit for children 3 months through sixth grade based on enrollment availability.

APPLICATION PROCESS

Candidates are encouraged to apply by submitting a resume and cover letter outlining their relevant experience and accomplishments. Interested candidates should submit applications to Dr. Aliece Dutson at adutson@missiongrammar.org.