



Mount Saint Agnes Academy Through Faith and Learning

Director of Development

Mount Saint Agnes Academy has been providing excellence in private Catholic education in Bermuda since 1890 for Kindergarten to Grade 12. MSA offers an internationally accredited curriculum for our students, enhanced by the values of the Catholic faith and School's culture. MSA is an Alberta Accredited International School.

MSA is seeking a qualified, self-motivated and experienced **Director of Development** who will report to the Principal. The Director of Development is a critical position that directs, coordinates and/or supports a number of programs and committees for institutional and alumni development. Institutional Development includes an Annual Giving Program, marketing/public relations for the School and major capital fundraising campaign. Alumni development includes data base management, event coordination support and ongoing communication.

Responsibilities will include:

- Developing strategies and providing leadership for an Annual Giving Program.
- Developing and managing relationships with all key stakeholders.
- Establishing and maintaining professional writing and design standards for school communications. This includes creating print publications, such as school newsletters, marketing materials, brochures, direct mail pieces, and electronic communications; updating and maintaining the School's website; and managing media relations, including advertising, press releases, and local media coverage of school events.
- Providing public relations and marketing support to enhance MSA's profile and highlight educational achievements, student accomplishments and community involvement.
- Utilizing technology and social media as a catalyst for marketing and development.
- Reviewing and updating the school's marketing package and advertisements.
- Collaborating with the Principal and faculty in the planning of Catholic Schools Week and Open House events.
- Working closely with the Enrollment and Development committees of the Board of Governors to set and achieve goals, coordinating the external and internal marketing efforts and initiatives that attract and retain students.
- Coordinating and scheduling MSA's Open House events and School tours.
- Managing an annual marketing and development budget.
- Developing, maintaining, and expanding the MSA Alumni database.

Applicants require:

- A minimum of a Bachelor's Degree.
- A minimum of three years of development experience, with demonstrated accomplishments in fundraising, planned giving, and event planning.
- Experience in leading, managing and supporting teams of volunteers.
- Proven ability in program implementation and management, plan development, budget preparation and performance measurement.
- Proven success in developing and managing an annual giving program, and demonstrated experience in administering and supporting a major capital fund raising campaign
- Proven experience with database management systems, Microsoft Office Suite, website management, desktop publishing software (Adobe Suite).
- Demonstrated confidence to pursue enrollment opportunities, donations, and volunteer commitments.
- Superb verbal and written communication skills.
- Excellent organizational capacity and demonstrated ability to be self-directed and self-motivated.
- Commitment to Catholic education.
- Ability to passionately convey the school's mission and vision.

We offer a competitive remuneration package that is commensurate with experience. Applications will be handled in strictest confidence. Preference will be given to practicing Roman Catholics who can assist in maintaining our Catholic identity and foster the Catholic faith development of our students.

Please apply in writing or send applications via e-mail to:

Susan Moench, Principal
Mount Saint Agnes Academy
P.O. Box HM 1004, Hamilton HM DX
smoench@msa.bm

Application deadline is Friday, July 10th, 2015



Accredited
International School
Canada



Mailing Address:
P.O. Box HM 1004
Hamilton HM DX
Bermuda

Street Address:
19 Dundonald Street, West
Hamilton HM 09
Bermuda

Tel: 441-292-4134
Fax: 441-295-7265
Email: msaoffice@msa.bm
www.msa.bm