



# DIRECTOR OF ANNUAL GIVING

May 1, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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Since Austin Preparatory School opened 60 years ago in Reading, MA, it has remained steadfast in its mission: Inspire hearts to unite, minds to inquire, and hands to serve. In the tradition of St. Augustine of Hippo (the school's namesake), an Austin Prep education emphasizes the importance of a life in service of others, supported by the pursuit of academic excellence in the liberal arts tradition within a welcoming and close-knit community.

A coeducational institution since 1992, Austin Prep now serves more than 800 students in grades six through twelve from Reading, MA and nearly 70 neighboring communities northeast of Boston and in Southern New Hampshire.

## INTRODUCTION

Austin Preparatory School was founded by the Order of Saint Augustine, Province of St. Thomas of Villanova, in 1961. Two years later in the fall of 1963, the Augustinians welcomed 200 freshman and sophomore boys, graduating its first class of 18 students in 1966. Facing dwindling enrollment in the early 1970s, the school appointed a lay Board of Trustees and became a fully incorporated Catholic independent school. In the 1980s, recognizing the importance of creating a pipeline for enrollment, the Board approved the addition of a Middle School; and in the 1990s Austin Prep began to enroll young women, graduating its first alumnae in 1996. Today, the school's enrollment has grown to more than 800 students, evenly divided between boys and girls.



An independent Roman Catholic school, Austin Prep is a proud member of the Augustinian Secondary Educational Association (ASEA). Neither owned nor operated by the Archdiocese of Boston or any religious order, the school is an independent 501(c)3 recognized as a "private juridic person" in accordance with the Code of Canon law of the Roman Catholic Church. Under this status, the Head of School reports directly to the Board of Trustees and defers to the teaching authority of the Cardinal Archbishop of Boston in all matters of faith and morals. Originally founded by the Augustinian Friars, the Augustinian ethos and traditions form a significant part of student life. Each day begins and ends with prayer, and faculty work hard to model the school's values in their teaching and in the relationships they form with students. St. Augustine valued the role of community in spiritual life, and this emphasis is clearly borne out in the close bonds the students, parents, and alumni cite as characteristic of their experience at Austin Prep.



In addition to impressive curricular innovations, there have been major improvements to the physical plant in the last 10 years. Increased philanthropy, including two capital campaigns, over the past eight years have allowed the school to update its athletic stadium, refurbish the dining hall and fitness center, and build a new baseball stadium, multipurpose field, and tennis courts. Ongoing and planned projects include instructional space upgrades, modernization of infrastructure, technology upgrades, expanded parking, and new softball fields. The gym and auditorium facility, constructed in 2001, was renamed in 2016 to honor alumnus Richard J. Meelia '67, which was blessed by His Eminence Sean Cardinal O'Malley, Archbishop of Boston.

## AUSTIN PREPARATORY SCHOOL AT A GLANCE

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Austin Prep's mission is to inspire hearts to unite, minds to inquire, and hands to serve. St. Augustine is the School's patron saint, and the school strives toward the Augustinian ideal of "one mind, one heart, intent upon God." The Augustinian charisms of *veritas, unitas, and caritas* – truth, unity, and love – inspire the mission.

### Accreditation, Memberships, and Affiliations

- New England Association of Schools and Colleges (NEASC)
- Augustinian Secondary Educational Association (ASEA)
- National Association of Independent Schools (NAIS)
- National Catholic Educational Association (NCEA)
- Association of Independent Schools of New England (AISNE)

### Enrollment and Financial Aid

Austin Prep's 800+ students hail from nearly 70 communities throughout Northeastern Massachusetts and Southern New Hampshire. The school also enrolls a small number of international students from China. Tuition for the 2024-2025 school year is \$31,500, and approximately a third of students receive tuition assistance. Students benefit from both need-based aid and merit scholarships, which includes the St. Augustine Scholarship – a merit-based award given to a limited number of freshmen each year. The School has operated at capacity for the last 5 years and generates a waiting list each year.

### Finance and Development

Austin Prep is a well-managed school with a \$23 million operating budget and a small endowment. Last year, the school raised nearly \$500,000 in annual fund dollars, with an aim to increase steadily and double annual fund dollars by 2029. The School is also in the quiet phase of an \$11M comprehensive campaign.

### The Campus

Austin Prep's 55-acre campus sits in Reading, 15 miles north of Boston at the intersection of Interstates 95 and 93. The spacious, wooded surroundings contribute to the school's warm and nurturing environment.

In the fall of 2020, the school celebrated the completion of a new athletic complex featuring synthetic turf for baseball, soccer, field hockey, and lacrosse, and a natural grass baseball practice field, six new tennis courts, an electronic scoreboard, a press box, dugouts, storage facilities, walkways, and new handicap-accessible bleachers. Additional athletic facilities include the Athletic Stadium Complex, which offers a turf field, a well-maintained modern track, seating for 1,100, and a university-level scoreboard. Meelia Hall is home to the basketball court and the Nelson Athletic Fitness & Training Room.

Other facilities include McLaughlin Hall, which comprises the Technology Center, the McCarthy Writing Center, the dining hall, counseling and administrative offices, classrooms, science labs, and the Chapel of St. Augustine, which was refurbished in summer 2022. The Fr. Smith Library and Media Center houses more than 42,000 books and periodicals and a technology and study center. St. Augustine Hall contains conference rooms, the music and arts wings, an art gallery, and external affairs. During summer 2022, Austin Prep constructed a new multi-purpose science lab a cost of \$600,000.

## HIGHLIGHTS OF THE EDUCATIONAL PROGRAM

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Three signature elements help to define the richness and depth of the Austin Prep educational experience:

**Augustinian Values:** As a Roman Catholic school guided by Augustinian values and traditions, Austin Prep's Office of Campus Ministry emphasizes the importance of serving others in the spirit of *caritas* (love). To this end, all students must complete a Christian service requirement for graduation which enables them to experience and share God's love in concrete ways through their words and their actions in ministry to others. Additional elements of the school's religious life include school-wide liturgies, daily prayers, spiritual retreats, and a robust curriculum designed and taught by the school's Theology Faculty. In 2021, Austin Prep welcomed five Bannabikira Sisters from the Daughters of Mary (of Uganda) who teach and work in school leadership.

**Advisory Program:** Austin Prep views its advisory program as fundamental to student achievement, and it is often cited by parents and students as one of the school's signature strengths. Austin Prep's three pillared approach, which combines academic advising, emotional and social counseling, and college counseling, enables students to develop confidence interacting with peers and teachers and to make wise and thoughtful choices in their academic and personal lives. Integrated with the life of the school, the advisory program provides consistency throughout students' time at Austin Prep and encourages students to make the most of the ample opportunities offered by the school.

**Choice-Based Curriculum:** Choice and voice in the Middle School academic program promote student ownership and create opportunities for students to take risks and grow. The Upper School curriculum, in particular, is defined by choice. From freshman year on, students are empowered to shape their high school education with electives in each of the core subjects. As they continue through the division, their course selection broadens. Faculty offer courses that delve deeply into their own areas of expertise, presenting seminars and courses that more closely resemble college classes in their depth and specificity. Examples include Passing in Literature, Shakespeare in Film, Microbiology, and Nationalism and Identity in Latin America.



## **Faculty and Staff**

Austin Prep's low student-teacher ratio (10:1) enables the formation of the close ties between students and teachers that many alumni name as a highlight of the experience at the school. More than 85% of the faculty hold advanced degrees, and there are ample professional development funds available for continuing education. The faculty have an average tenure of 16 years at Austin Prep. The faculty is notable for its solidarity and its commitment to the institution, reflected, among other things, in its record of 99 percent participation in annual giving.

## **The Middle School**

The Middle School at Austin Preparatory School is an inviting, intentional environment rooted in the best practices of middle school education. During this pivotal period, students are supported by faculty and advisors as they navigate campus, accelerate their growth, and flourish as independent learners and self-advocates. In their classes and co-curricular activities, students are challenged to be curious.

The well-rounded and challenging core academic program is augmented by a range of special programs, including an extensive service-learning program; a seventh-grade Vocations Program in which students immerse themselves in discipleship and learn what it means to live a life of faith; an eight-grade civics trip to Washington, D.C.; and a study-abroad opportunity in the United Kingdom through the Independent Schools Cultural Alliance (ISCA).

## **The Upper School**

Choosing among a wide variety of course offerings, Upper School students complete four years of English and theology, at least three years of history, math, science, world language (Spanish, French, Latin, or Mandarin), and electives, three semesters of art and design, and a freshman seminar. Courses are classified as one of three levels: College Preparatory, Honors, or Advanced Placement. Austin Prep currently offers 19 Advanced Placement courses.

All Austin Prep graduates are accepted into four-year colleges. Over the past five years, Austin Prep alumni have enrolled at a healthy range of colleges and universities across the country, including leading liberal arts colleges (Middlebury College, Wesleyan University, Bowdoin College), competitive public universities (The Ohio State University, University of California – Los Angeles, University of Virginia), strong regional institutions (Lehigh University, Purdue University, Elon University), and highly selective private schools (Dartmouth College, Brown University, Princeton University, Harvard University).

## **A Well-Rounded Educational Experience**

Technology is an integral part of the learning experience at Austin Prep. The school employs a 1:1 iPad program in the Middle School and a 1:1 MacBook program in the Upper School. Students are provided with access and support for technology with the goal that students gain the skills and understanding they need to grow into informed and productive digital citizens. They have a chance to enrich their skills and understanding of technology with classes in Java and Python programming languages and AP computer science.

Embracing the motto, “to instruct and inspire,” the art and design department makes space for students to discover and pursue their passions in the visual and performing arts and technology. Upper school students can join the chorus or band, enroll in a drama class, or take advantage of Austin Prep’s well-regarded dance program, which welcomes dancers of all experiences and abilities and offers classes in jazz, ballet, tap, pointe, lyric, and modern dance. All dancers are included in Austin Prep’s annual production of *The Nutcracker*, a production that involves approximately 20% of the student body. Students interested in the theatrical arts can audition for the drama fest, fall musical, and spring play. Visual art offerings include studio art, illustration, graphic design, and yearbook design.

Austin Prep also offers more than 60 clubs and student organizations. From anime to yoga, students have a chance to form bonds with peers and adults who share their areas of interest and take on leadership roles in an appropriate setting. Those especially eager to play an active role in the life of the school can run for positions in Student Government.

## **Athletics**

The success of Austin Prep’s athletic program is grounded in a commitment to building physical skills as well as life skills that enable student-athletes to succeed as young adults. In line with the school’s values, the athletics program’s mission is to develop student-athletes who are selfless teammates, possess an unparalleled work ethic, consistently display the highest levels of sportsmanship, and are dedicated to a common goal. A competitive athletic program, Austin Prep was honored with the Boston Globe’s Nason Award in 2018, 2019, and 2020 for having the highest overall winning average among Catholic coed schools in the Commonwealth. The athletics program comprises more than 50 teams in 18 sports. Middle School sports offerings include Soccer (boys and girls), Basketball (boys and girls), Lacrosse (boys), and Softball (girls). The Upper School fields teams in Baseball (boys), Basketball, Cheerleading, Cross Country, Dance Team, Football, Golf, Ice Hockey, Indoor Track, Lacrosse, Outdoor Track & Field, Skiing, Soccer, Softball (girls), Swimming, Tennis, Field Hockey, and Volleyball (girls). Austin Prep became a member of the New England Preparatory Athletic Council (NEPSAC) in 2022 and concluded its membership in the Massachusetts Interscholastic Athletic Association (MIAA). Austin Prep has captured several state championships in the last several years including baseball, girls’ hockey, track. In its first year in the NEPSAC, the track team and ski team have captured NEPSAC championships.

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*For more information regarding the educational program at Austin Preparatory School, please visit the school’s website: [www.austinprep.org/academics](http://www.austinprep.org/academics)*

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## THE POSITION: DIRECTOR OF ANNUAL GIVING

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The Director of Annual Giving reports to the Director of Development and is responsible for the strategic design and implementation of Austin Prep's comprehensive annual giving program, the Austin Prep Fund. The Director leads programs, events, initiatives, and communications aimed at increasing current use giving and donor participation while supporting the School's greater development and campaign goals. The Director strengthens existing relationships and builds new ones while increasing participation and giving to the Austin Prep Fund, creating a pipeline for future philanthropic giving to the school.

### Duties & Responsibilities:

- Support the School and its leadership in advancing the mission of Austin Prep and safeguarding the School's Roman Catholic identity and Augustinian heritage.
- Develop, implement, and manage strategies for maximizing philanthropic support of the Austin Prep Fund, including all goals, objectives, and tasks in an effort to build unrestricted Annual Fund giving to the \$1M level in the next 3-5 years. Collaborate with the Director of Development and senior leadership to align strategies with the school's goals and vision.
- Create and manage a detailed plan for the Austin Prep Fund, including objectives, approach (direct mail, email, online giving, social media, etc.), segmentation strategy and schedule, brief for appeal materials, roles for volunteers, and communications to educate and solicit constituents.
- Determine donor targets by constituent groups while building strategies for moving donors to higher annual giving levels.
- Oversee all annual giving programs including annual Day of Giving, faculty/staff campaigns, parent class agent program, senior gift, and other activities.
- Manage a prospect pool of roughly 100 leadership-level annual giving prospects with annual goals for personal visits and advancing relationships.
- Develop and execute an effective and sustainable volunteer program to encourage annual giving, including Class Ambassadors, Parent Annual Fund Volunteers, Faculty/Staff Volunteers, etc.
- Supervise data entry, report writing and generation, gift processing, and all additional aspects of the school's constituent relations software.
- Develop Austin Prep Fund donor recognition efforts and stewardship opportunities and assist in the production of the Annual Report and other publications.
- Work with the Director of Alumni Engagement to support class reunion giving.
- Maintain high visibility in the school community, attending a variety of student, parent, admissions, and alumni events.
- Pursue professional development opportunities to implement best practices in alignment with the school's pace of change and growth.



## Skills & Qualifications:

- 5-7 years of successful direct fundraising experience, preferably in an academic setting.
- Independent and strategic thinker capable of understanding the full scope of an annual fund campaign while seeing individual tasks through completion.
- Bachelor's degree required.
- Must be able to manage several tasks simultaneously, possessing an ability to prioritize multiple tasks and manage deadlines effectively, while working with a high level of integrity and extraordinary work ethic.
- Ability to work creatively to match donor interests with the school's priorities and build meaningful relationships with individuals for purposes of cultivation, solicitation, and stewardship of gifts to the school.

## Application Requirements:

### Our Commitment To Mission

The mission of Austin Prep is to “inspire hearts to unite, minds to inquire, and hands, to serve” which we exemplify through the Augustinian charisms of veritas, unitas, and caritas. Austin Prep is a Roman Catholic Augustinian secondary school committed to Catholic social teaching which is based on and inseparable from our understanding of human life and human dignity. Every human being is created in the image and likeness of God and is therefore invaluable and worthy of dignity and respect as a member of the human family.

Austin Prep encourages applications from candidates who appreciate, understand, and respect the mission of Austin Prep and the School's Catholic identity. We seek applicants who can help enrich the School's Roman Catholic Augustinian mission and can help advance our commitment to what Pope Francis calls “integral human development.”

### Instructions

- Interested candidates should send a cover letter (addressed to Brent Morton).
- In addition to indicating why they are particularly interested in and qualified for this position, all candidates should describe how they can help support our Catholic faith and our Augustinian heritage.
- Along with the cover letter, candidates should include a resume and a list of at least three professional references, consolidated into a single PDF document, and send it to Brent Morton, Senior Vice President of Recruiting, at [Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com).

**Travel:** Minimal overnight travel.

**Salary:** Highly competitive salary. Comprehensive benefits and a retirement plan. Details available during interview.

**Application Deadline:** June 30, 2025

*(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

**For consideration, please email resume to:**

Brent Morton  
Senior Vice President of Recruiting  
Catholic Recruiter Associates  
**[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)**

**Note:** Only those selected for an interview with the search committee will be contacted.

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

P.O. Box 967  
Ridgefield, CT 06877  
Phone: (203) 438-8475  
[info@catholicrecruiter.com](mailto:info@catholicrecruiter.com)  
[www.catholicrecruiter.com](http://www.catholicrecruiter.com)