



DOMINICAN ACADEMY
Catholic College Preparatory School for Girls



DIRECTOR OF DEVELOPMENT

July 20, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Dominican Academy invites an ambitious, relationship-driven development leader to help write the next chapter of one of New York's most distinctive Catholic schools. For more than 125 years, D.A. has educated young women to think clearly, speak confidently, and act with purpose. The Director of Development ensures the philanthropy that makes that mission possible.

Reporting directly to the President, the Director of Development sets the vision, structure, and pace of a comprehensive advancement program and tells D.A.'s story to benefactors, families, alumnae, and the wider community. This is a rare opportunity to own a healthy, growing program at a school with deep loyalty, a committed Board, and real momentum behind it.

The school is coming off its strongest fundraising year in more than five years, with a devoted alumnae network and an engaged parent community eager to give. The next Director will build on that foundation, deepen relationships with major benefactors, and partner closely with the President and Vice President for Finance to carry D.A.'s ambitious goals forward.

The only all-honors Catholic school for girls in New York State

Founded in 1897 by the Dominican Sisters of Peace, Dominican Academy is a Catholic, all-honors high school for young women on Manhattan's Upper East Side. It is the only all-honors Catholic girls' high school in New York State and among the preeminent Catholic schools for women in the country.

Rooted in the tradition of Saint Dominic, D.A. offers a rigorous academic program grounded in truth, integrity, prayer, community, and service, challenging and empowering its students to become spiritual, intellectual, moral, and socially responsible leaders in a global society. The Academy educates approximately 240 young women and is proud of its association with Dominican Veritas Ministries, a broad coalition of Dominican-sponsored ministries.

Every graduate goes on to a four-year college or university, and the Class of 2026 alone earned more than \$25 million in scholarship offers. Behind those outcomes stands a community of alumnae, parents, and friends whose generosity sustains the mission year after year.

The Dominican Charism

Four pillars that shape everything

Life at Dominican Academy is built on four pillars drawn from the Dominican tradition. They guide the classroom, the chapel, and the culture of giving alike. The next Director of Development will be an authentic ambassador for all four.

Study

A commitment to the pursuit of truth through rigorous scholarship, intellectual curiosity, and the courage to ask bold questions.

Prayer

A life of faith that enfolds the whole community, deepening each student's spiritual formation and sense of purpose.

Community

The heartbeat of the school. A caring, connected fellowship of students, faculty, families, alumnae, and friends.

Service

Reaching out to others through just action, with every student engaged in service learning and lives of compassion.



A Program With Momentum

A healthy program, poised to grow

The incoming Director inherits a development operation in its strongest position in years, supported by a generous, multi-generational community and a Board that leads by example. The opportunity is not to rescue a program, but to elevate one.

The Mandate

Deepen relationships with the school's most significant benefactors, professionalize the pipeline, and personally close major gifts, all while stewarding a devoted community that already believes in Dominican Academy.

1897 FOUNDED BY THE DOMINICAN SISTERS	~240 YOUNG WOMEN ENROLLED	9:1 STUDENT TO TEACHER RATIO	100% TO FOUR-YEAR COLLEGES
\$25M+ CLASS OF 2026 SCHOLARSHIPS	13+ AP COURSES, 20+ ELECTIVES	30+ CLUBS AND ACTIVITIES	100% ENGAGED IN SERVICE LEARNING

\$1.9M

Raised in 2023–24, the school's most significant fundraising total in more than five years.

\$20.5M

Endowment and managed investments, a foundation for planned and endowed giving.

125+

Years of loyal alumnae, now connected through the D.A. Connect network.

4

Signature giving channels: the Annual Fund, Spring Auction & Benefit, endowed scholarships, and legacy giving.

RECOGNITION SOCIETIES

ANNUAL LEVEL

Leadership Society

\$50,000+

Lady Wellesley Society

\$25,000 – 49,999

Veritas Society

\$10,000 – 24,999

Friedsam Society

\$5,000 – 9,999

1897 Legacy Circle

Planned giving

Position Summary

Reporting directly to the President, the Director of Development leads the planning, structure, and implementation of the school's expansive development program. Well versed in D.A.'s mission and the lived experience of the Four Pillars, the Director provides strategic direction, carries a personal portfolio of major donors, and serves as the school's spokesperson in its philanthropic efforts.

The Team You Will Lead

Development Database & Annual Fund Manager

Owns gift processing, database integrity, and the annual fund engine that keeps the program running.

Alumnae Relations & Special Events Manager

Leads alumnae engagement and the school's signature events, including the Spring Auction & Benefit.

Grant Writing Consultant

Supports foundation research, proposal writing, and grant follow-up under the Director's direction.

The Director works in close partnership with the President on major-donor strategy, collaborates with the Communications team on the annual report, alumnae magazine, and appeals, and builds the long-range advancement plan hand in hand with the Vice President for Finance.

Primary Responsibilities

Where the Director makes the difference

Strategic Vision & Planning

- Partner with the President to set the vision, goals, and priorities of D.A.'s mission-advancement efforts.
- Build a long-range plan and annual goals for the Development Office, in close coordination with the VP for Finance.
- Establish KPIs and metrics to track progress against school-wide fundraising goals.
- Prepare and manage the Development Office budget and report progress to the President and Board.
- Serve as a trusted liaison to the Development Committee Chair and Board of Trustees.



Fundraising & Major Gifts

- Carry a personal portfolio of major-gift relationships and personally solicit and close gifts.
- Serve as the school's spokesperson in its philanthropic efforts and build new individual and institutional relationships.
- Guide the President in successful engagement with the school's major donors.
- Direct donor research, cultivation strategy, and stewardship aligned with D.A.'s mission and history.
- Cultivate present and prospective donors both locally and nationally.

Team Leadership & Operations

- Lead all aspects of the development plan: major gifts, annual appeal, grant writing, alumnae engagement, and events.
- Supervise, evaluate, and develop Development Office team members.
- Ensure accurate gift recording, timely acknowledgment, and effective use of the donor database.
- Oversee foundation giving, including grant writing, budgets, funder contact, and follow-up.

Community & Engagement

- Direct programming for alumnae engagement and the school's special events.
- Collaborate with Communications on the annual report, alumnae magazine, and appeals.
- Be a present, engaged presence at school-wide events as an ambassador for the mission.
- Work collaboratively across offices and with faculty to support school initiatives.

The Ideal Candidate

A forward-facing leader with real hustle

- **A closer, not just a cultivator.** A forward-facing presence with genuine hustle, who converts relationships and warm leads into gifts and follows through to the ask.
- **Visionary and strategic.** Sees the whole board, sets an ambitious plan, and has the discipline and metrics to reach it.
- **Financially fluent.** A strong sense of budget and reporting, and a natural, credible partner to the Vice President for Finance.
- **An authentic ambassador.** Believes in Catholic, Dominican education and can speak to the Four Pillars with warmth and conviction.

- **A storyteller and listener.** Understands donors 'values and tells D.A.'s story in a way that moves people to give.

Qualifications

- **5 to 10 years** in nonprofit development with increasing fundraising and supervisory responsibility.
- **Demonstrated success** in major-gift cultivation, solicitation, and stewardship.
- **Proven ability** in grant and proposal writing and securing commitments from individuals and foundations.
- **A belief** in Catholic Dominican education and the pillars of prayer, study, community, and service.
- **Ability to cultivate donors** locally and nationally, with a high degree of professionalism.
- **Strong CRM skills** with Raiser's Edge experience preferred; CFRE certification preferred.
- **A Bachelor's degree** required, along with an uncompromising sense of discretion and confidentiality. Some evening and weekend work is required.



Salary: Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

Application Deadline: August 15, 2026

(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:

Marie Keith

Vice President, Education

Catholic Recruiter Associates

Marie@CatholicRecruiter.com

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

This position serves a vital religious function that supports the mission and beliefs of the Roman Catholic Church.

Search managed by:

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