

Notre Dame Academy
Los Angeles

Notre Dame Academy | Los Angeles, California

Vice President of Advancement

Search Prospectus

Early 2027 Start Date

Partners in Mission
Leadership Search



17
STUDENTS IN THE AVERAGE CLASS

9:1
STUDENT-TEACHER RATIO, ALL-GIRLS HIGH SCHOOL

20+
CULTURES IN THE SCHOOL COMMUNITY

30
HONORS AND AP COURSES

74
ZIP CODES ACROSS LOS ANGELES

100%
COLLEGE ACCEPTANCE, ALL-GIRLS HIGH SCHOOL

100%
COED 8TH GRADERS ACCEPTED TO CATHOLIC HIGH SCHOOL

AP PLATINUM
AWARD: TOP 6% OF SCHOOLS IN THE US AND CANADA

1946
SERVING LOS ANGELES SINCE

20+
ENRICHMENT OPTIONS IN THE COED DIVISIONS

4
DIVISIONS ON ONE WEST LOS ANGELES CAMPUS

WASC & WCEA
DUAL ACCREDITATION



School Overview

Rooted in the spirit of the Sisters of Notre Dame and their call to "go out to California to build a house of love," Notre Dame Academy has served the Los Angeles community since 1946. Founded on a legacy of faith, service, and education, NDA continues the mission of the Sisters of Notre Dame, whose commitment to educating and empowering students has reached communities around the world.

Today, Notre Dame Academy is one Catholic institution with two distinct educational pathways on one campus: a coeducational program serving students in TK–8 and an all-girls college preparatory program serving students in grades 6–12. As an independent Catholic school sponsored by the Sisters of Notre Dame, NDA is part of the Archdiocese of Los Angeles community while being governed independently by its own Board of Trustees. The Sisters of Notre Dame provide guidance and ensure the school's continued commitment to its Catholic identity and mission.

In 2026, NDA introduced One NDA, a new brand identity that reflects its commitment to innovation, excellence, and the future of education. The Board of Directors had envisioned a unified brand for 16 years, so that the coed elementary and middle school and the all-girls middle and high school would be seen as one school community, united in purpose. The new identity centers on three values: innovation, community, and formation.

NDA is led by President/Head of School Lilliam Paetzold '84, an alumna who attended NDA for elementary and high school, is the parent of two NDA graduates, and previously served the school as principal. The President/Head of School leads NDA's mission, strategic direction, community partnerships, and institutional advancement, while Assistant Heads of School oversee academics and student life within each division.



Mission Statement

Notre Dame Academy is an innovative Catholic TK–12 institution where faith, academic excellence, and real-world learning come together to shape confident leaders and compassionate changemakers.

All-Girls Middle and High School: Notre Dame Academy is a Catholic, college-preparatory high school dedicated to educating young women to make a difference.

Coed TK–8: Notre Dame Academy Elementary provides a Catholic, 21st century education that challenges students to think strategically, act independently, and lead by example.

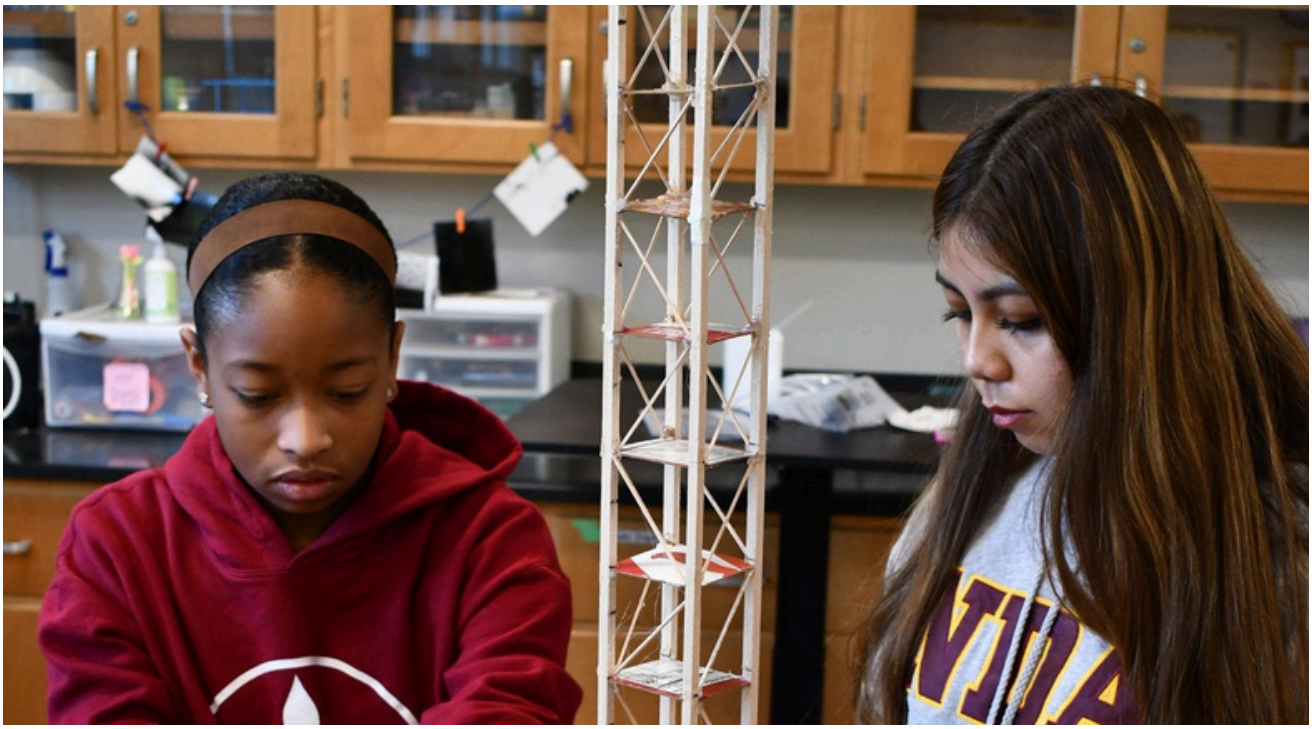
All-girls graduates are formed as Women of Faith, Women of Academic Excellence, Women of Vision and Leadership, and Women of Service and Compassion, while coed graduates leave as morally responsible citizens, academically prepared individuals, effective communicators, and lifelong learners. In the spirit of St. Julie Billiart and the educational tradition of the Sisters of Notre Dame, the school recognizes the dignity, uniqueness, and potential of each student and partners with parents as the primary educators of their children.



Community Engagement

Faith is the heartbeat of Notre Dame Academy and is woven into the daily rhythm of every student's experience. Students take part in All School Mass, an annual retreat is offered for all, and age-appropriate service learning. At the all-girls high school, required service hours put faith into action, and Campus Ministry partners with student committees to lead retreats, liturgies, and outreach. In the coed TK–8 divisions, students support local food pantries, shelters, and community organizations, and each class sponsors a cause through monthly Buck-A-Stuff donations. Coed students make more than 275 sandwiches each year for neighbors in need, and the community completes more than 1,000 acts of service annually.

School traditions bring families together across the TK–12 community, including Welcome Week, Family Mass, Mary's Day, Founders Week, May Crowning, the Christmas Show, Notre Dame Day, Heritage Week, and the International Food Faire. Parents, grandparents, and friends are also active partners in school life through events such as Grandparents' Day, the Legacy Knight auction, Galas, and the Hoop-a-thon.



Academics

At NDA, education begins with a simple belief: how students learn is just as important as what they learn. Through a vertically aligned curriculum that builds skills year to year, NDA develops each student's executive functioning skills and habits of mind through experiential and exploratory learning. Signature programs include Brain-Based Learning, the Innovation Program, Exploratory and Experiential Learning, Visual and Performing Arts, and Faith and Service.

The all-girls high school combines academic rigor, strategic scaffolding, and whole-person formation. Its Exploratory Approach, inspired by the AP Capstone Diploma program, instills a passion for inquiry, hones research skills, and nurtures individual interests through on-campus symposiums, internships, and summer experiences. Students engage with the city through the annual "Los Angeles Is Our Campus" program, and develop creativity and adaptability through design thinking, engineering, coding, rocketry, robotics, and disruptive innovation courses. Graduates have been accepted to institutions including Stanford, Georgetown, the University of Notre Dame, Boston College, UCLA, UC Berkeley, and the University of Southern California.





Extracurricular Life

Students explore their passions through a wide range of clubs, co-curriculars, and activities. All-girls students lead through programs such as Mock Trial, Speech and Debate, Robotics, and Model United Nations, while Coed Enrichment offers electives and specials that help younger students discover new interests and talents.

The arts are essential to a complete NDA education. Offerings include the All-Girls Dance Company, Spring Musical, Conservatory, Fine Arts Night, and Liturgical Choir, along with coed electives, the Coed Choir, and the signature Christmas Show. High school artists exhibit their work at the historic Rosa Mystica Hall.

Athletics

At Notre Dame Academy, athletics are a fundamental part of the mission to develop leaders of integrity. The all-girls high school Regals compete in basketball, beach volleyball, cross country, indoor volleyball, soccer, swimming, tennis, and track. Middle school teams include basketball, swimming, volleyball, flag football, cross country, golf, and track, and the coed elementary program offers basketball, volleyball, and flag football. The TK–8 coed program is represented by the Knight, and the all-girls middle and high school by the Regal Gryphon.



Job Overview

The Vice President of Advancement reports to the President/Head of School and has primary responsibility for achieving Notre Dame Academy's philanthropy goals by engaging NDA's constituents and stakeholders in the financial health of the school. Philanthropy is an essential part of NDA's annual operating budget, and the school does not receive funding from the Archdiocese or government sources.

The Vice President establishes long-lasting relationships with existing donors, potential donors, corporations, foundations, and new prospects by promoting NDA's mission and inviting them to partner with NDA in educating young people today and in the future. The Vice President solicits donations, major gifts, estate gifts, scholarship endowment, scholarship funding, and future capital projects, and leads alumnae engagement.



Strategic Leadership

- Lead philanthropy efforts by designing short- and long-range plans and objectives, setting fundraising goals, and engaging alumnae, parents, past parents, foundations, and corporate partners.
- Partner with the President/Head of School to promote the mission and vision of NDA.
- Work with Board members and the advancement committee to reinforce their giving and help broaden NDA's constituent base through their outreach.
- Oversee board committee work, advancement budgets, and advancement software and data.
- Supervise advancement staff.



Essential Duties and Responsibilities

- Proactively steward all relationships, including thank-you outreach to donors.
- Plan campaigns around the Annual Fund and tuition assistance initiatives.
- Plan and analyze programs and asks, and research new foundations, corporate funders, and partnerships.
- Lead re-engagement efforts.
- Develop, implement, and evaluate a comprehensive annual plan for alumnae engagement, including strategies, initiatives, and programs.
- Establish and build relationships with alumnae locally, regionally, nationally, and internationally.
- Plan, organize, and execute alumnae events, including reunions, regional and local gatherings, and new networking events for alumnae.
- Manage the alumnae engagement networking platform.
- Model the values of and support the teachings of the Catholic Church.
- Support building and sustaining an inclusive and equitable working and learning environment for all students, faculty, and staff.



Opportunities

- Shape philanthropy for One NDA. The new brand unites four divisions under one mission, giving the next Vice President the chance to tell a single TK–12 story to every NDA constituency.
- Grow the Annual Fund as the cornerstone of NDA's philanthropic life. The Annual Fund supports every student and educator from TK through Grade 12, helping close the gap between tuition and the true cost of an NDA education.
- Build a culture of major and planned giving. NDA already welcomes planned gifts, appreciated stock, donor-advised funds, matching gifts, and cryptocurrency, creating a foundation for long-term growth in endowment and scholarship support.
- Deepen alumnae engagement. Generations of men and women formed at NDA since 1946 offer a strong base for reconnection, networking, and philanthropy.
- Carry forward the Advancement Strategic Plan for 2026–2027 in partnership with the President/Head of School and the Board of Trustees.



Professional and Personal Qualifications

- A practicing Catholic with a demonstrated commitment to Catholic education and the mission and values of Notre Dame Academy.
- Bachelor's degree or higher.
- Proven development experience, including designing and implementing annual and planned giving programs.
- Successful cultivation and solicitation of major donors.
- Effective management of capital campaigns.
- Strong leadership skills to lead and support volunteer committees, inspire and motivate others, and give appropriate recognition.
- Strong delegation skills to match responsibility to the right staff member or volunteer, set clear expectations, and monitor results.
- Strong project management, planning, and organizing skills, with the ability to manage multiple tasks and deadlines.
- Excellent interpersonal, public speaking, writing, and editing skills, along with the discretion to maintain confidentiality.
- Proficiency in event planning and marketing, and knowledge of grant writing.
- Proficiency with design platforms such as Adobe or Canva, along with Google Drive and Excel.



About the Area

Notre Dame Academy is located in a residential community in the heart of West Los Angeles, about a mile north of the I-10 freeway on Overland Avenue. Its central location offers convenient access for families throughout the greater Los Angeles area, from Santa Monica to Downtown and the South Bay, and places the school within one of the city's most vibrant and diverse communities. Southern California sunshine allows for outdoor learning and gathering across campus, including NDA's outdoor classroom and gardens.

NDA treats Los Angeles as an extension of the classroom. Through internships, arts, culture, service, and leadership experiences, students connect their learning to the people, places, and opportunities that make the city unique. As part of the Archdiocese of Los Angeles community, NDA shares in the life of the local Church; eighth-grade graduation, for example, is celebrated at nearby St. Timothy's Church.



Application Procedure

The search committee is committed to identifying and securing the next Vice President of Advancement. All inquiries and applications will be treated with the highest degree of confidentiality and with the greatest respect. Ideally the candidate would be available to begin in early 2027, but start date is negotiable.

To apply, please submit the following materials in a single PDF attachment. Name the file attachment using the following template: LAST NAME, SCHOOL, TITLE.

- Cover letter that aligns your experiences and skills with the school's current needs as you understand them.
- Current resume with all appropriate dates included.
- Statement of Catholic educational leadership philosophy.
- List of five references with names, physical addresses, phone numbers, and email addresses. No references will be contacted without your knowledge and approval.

Interested candidates are encouraged to contact the search lead directly to learn more about this exciting opportunity:

APPLY NOW

Partners in Mission

Interested in this opportunity? Contact:

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