



Saint Vincent Academy | Newark, New Jersey

Director of Advancement

Search Prospectus

January 2027 Start Date



198
Students



8:1
STUDENT-TO-TEACHER
RATIO



40
FACULTY & STAFF



97%
AVERAGE DAILY
ATTENDANCE



\$6,300 TUITION VS.
\$21,194 ACTUAL COST
PER STUDENT



87%
OF STUDENTS RECEIVE
TUITION AID



PROMISE SCHOLARS:
FULL FOUR-YEAR
SCHOLARSHIPS



100%
OF SENIORS ACCEPTED
TO COLLEGE



157
YEARS OF EDUCATING
YOUNG WOMEN IN
NEWARK



74%
COLLEGE GRADUATION
RATE VS. 61%
NATIONALLY



20 CLUBS
AND 5 VARSITY SPORTS



\$8.6M
ACADEMIC WING



SCHOOL OVERVIEW

Saint Vincent Academy was founded in 1869 by the Sisters of Charity of Saint Elizabeth, who continue to sponsor the school today. It is Newark's only Catholic, college-preparatory high school exclusively for young women, and 2026-27 is its 157th year. For more than a century and a half it has graduated women of faith, service, character, and competence, and it has done so through Newark's waves of immigration, its shift from manufacturing to a corporate center, its struggles over civil rights, and its renewed optimism in the twenty-first century. Today the Academy is a Middle States-accredited school of about 200 young women, many of them the first in their families headed to college, taught in a community where the student-to-teacher ratio is 8 to 1.

The school's Catholic identity is Vincentian. Its graduates are described as women of conviction who remain "faithful to the Vincentian legacy of faith, compassion and service, especially to the poor and underrepresented." The community's mission is expressed simply: to teach, to love, and to serve. Its Statement of Beliefs affirms the intrinsic dignity of every person, the lifelong advantages of a single-sex education for women, and the conviction that faith, prayer, reflection, community, and service are essential to the Christian way of life.



MISSION STATEMENT

Saint Vincent Academy, founded in 1869 and sponsored by the Sisters of Charity of Saint Elizabeth, is a Catholic, college preparatory high school for women of diverse backgrounds, many of whom face societal and economic challenges. Located in Newark, New Jersey, the Academy prepares urban women to be creative participants in society by empowering them with rigorous academic learning and life-enhancing Gospel teaching. This nurturing, disciplined community supports a culture of high expectations, a love of learning and the attainment of the knowledge, skills, values and attitudes that promote personal and professional fulfillment.

The Academy instills in its students a confidence in themselves as women, a belief in God's love for them and in the power of community. The Saint Vincent Academy experience inspires students to develop lifelong commitments to Christian service and a capacity for hope, compassionate leadership and the desire to transform the world into a more just and peaceful society.

Core Commitments

- Learning
- Service
- Integrity
- Leadership



A DIVERSE, DEEPLY COMMITTED COMMUNITY

- 68% of students identify as Black/African American, 26% as white, and 6% as Asian, Native American, Pacific Islander, or biracial; 76 students identify as Latina/Hispanic
- 39% of students are Roman Catholic; the majority of the remaining students are Christian, and a small percentage are Muslim
- Students come from across the Greater Newark area
- 97% average daily attendance

COMMUNITY ENGAGEMENT

Service is at the center of a Saint Vincent education. Students-in-Community, a service-learning program that has run for more than 40 years, is completed by every student each year. Juniors and seniors volunteer during the school day at local nonprofits, including schools, hospitals, and nursing homes, while younger students organize school-based events for children, older adults, and people with disabilities. The program builds spirituality, civic responsibility, and an awareness of service careers.

The Academy is also supported by an active circle of alumnae, a Parent Guild, and generous friends. Each fall the Friends in Concert Gala brings the community together, and each May the Don Parcels Golf Classic at Baltusrol raises support for students. The Vincentian Legacy Society honors those who include SVA in their estate plans, and 1KSVA invites 100 women to give \$1,000 each year in support of the school.



ACADEMICS

Saint Vincent offers a rigorous college-preparatory program that pairs high expectations with a supportive community of teachers and staff. Students pursue honors courses, Advanced Placement courses, and dual-credit courses that earn college credit. Graduation requirements include four years of English, religious studies, mathematics, and physical education/health, three years each of social studies and laboratory science, and two years of world language. Electives include Anatomy and Physiology, Forensic Science, Calculus, Probability and Statistics, Psychology, Financial Literacy, Introduction to Business, Women's History in America, and Protest: Modern American Social Movements.

Results: 100% of seniors are accepted to college. Saint Vincent graduates complete college at a rate of 74%, well above the New Jersey and national average of 61%.

SIGNATURE PROGRAMS

- Freshman Program: team teaching, interdisciplinary themes, and experiential learning help incoming students build the knowledge, skills, self-confidence, and discipline to succeed in high school, college, and life
- STEM and Biomedical Science: an eight-lab STEM curriculum includes Biomedical and Engineering courses, with two new science labs completed in 2023; students tackle real-world challenges with tools similar to those used in hospitals and laboratories
- Reading Across the Curriculum: teachers in every subject emphasize nonfiction reading and critical thinking
- Technology: every student has access to a laptop, or Chromebook, and every classroom has an interactive projector
- Promise Scholars Program: established in 2021, it awards full, four-year scholarships to a cohort of highly qualified ninth-grade applicants



EXTRACURRICULAR LIFE

Students lead and create across 20 clubs and activities, including Campus Ministry, National Honor Society, Student Forum, Forensics Club, Ecology Club, Girl Up, International Club, Lead for Diversity, Towards Boundless Charity, Art Club, Book Club, Fashion Club, Animanga, African Dance, K-Pop Dance Club, Dance Club, and Step Team. Students also publish the Expressions literary magazine and the Vincentian yearbook, and sing in the school Choir.

ATHLETICS

The Lady Panthers compete in basketball, cross country, softball, track and field, and volleyball, and cheerleading and step team adds to school spirit.

THE CAMPUS

Saint Vincent Academy sits at the top of West Market Street in Newark, on the site of the former Wallace Mansion, where the school has stood for well over a century. The \$8.6 million academic wing, added in the 1980s, houses the library/media center, four classrooms, a student services center, an art studio, a gymnasium/auditorium, and the development office.



JOB OVERVIEW

Saint Vincent Academy is seeking its next Director of Advancement, an accomplished fundraising professional who will also become a heart-and-soul member of the Saint Vincent community. Reporting to the President, the Director will lead the Academy's growing philanthropy program and the advancement team, which includes development and communications staff, a Major Gifts Officer, and a remote Grant Writer.

This is a meaningful moment to join the school. Saint Vincent has a strong base of generous supporters, a signature gala and golf classic, and a growing scholarship program anchored by Promise Scholars, which offers eligible applicants a full four-year tuition scholarship. With tuition set at \$6,300 against a true cost of \$21,194 per student, philanthropy is what makes a Saint Vincent education possible, and the next Director will have direct influence on how many young women the school can serve.

The Director will be a trusted guide and strategic partner to the President, a liaison to the Advancement Committee of the Board of Trustees, and a unifier of trustees, administrators, faculty, parents, alumnae, donors, and friends. The position is full-time and in person. The successful candidate is expected to begin in January 2027 or sooner.



STRATEGIC LEADERSHIP

The areas where the next Director of Advancement is expected to make the greatest impact:

- Philanthropic Strategy and Growth: strengthen and implement the development plan across annual giving, major gifts, planned giving, and foundation and corporate support, expanding and diversifying the donor base
- Major Gifts and Campaign Leadership: personally cultivate, solicit, and steward leadership and transformational gifts, and advance Today and Tomorrow: A Campaign for Saint Vincent Academy
- Alumnae Engagement: engage and re-engage Saint Vincent women, whose personal stories of what the school meant in their lives are the Academy's greatest asset
- Scholarship and Financial Aid Funding: lead fundraising for scholarship priorities, including the Promise Scholars Program, and align donor support with student awards
- Team, Systems, and Operations: lead and develop the advancement team and build documented systems, data practices, calendars, and accountability structures
- Partnership with the President and Board: serve as the President's strategic partner and the primary liaison to the Board of Trustees and its Advancement Committee
- Catholic and Vincentian Mission: tell the story of SVA's students and alumnae in a way that inspires others to invest in the school's future



ESSENTIAL DUTIES & RESPONSIBILITIES

LEADERSHIP & STRATEGY

- Strengthen and implement the existing development plan, including annual giving, major gifts, planned giving, and foundation and corporate support
- Lead, coach, and manage fundraising strategies across campaigns, appeals, partnerships, and events to achieve short- and long-term revenue goals
- Partner with the President and other staff and volunteers to achieve fundraising goals set in collaboration with the Board of Trustees, including annual and capital initiatives
- Oversee the development calendar so that fundraising, stewardship, and engagement activities are coordinated and timely
- Lead prospect strategy with the President, the Advancement Committee, and the Major Gifts Officer, including identification, segmentation, and solicitation planning
- Evaluate and strengthen development systems, policies, and procedures, including donor cultivation, stewardship, tracking, and reporting

FRONTLINE FUNDRAISING & DONOR ENGAGEMENT

- Lead by example in frontline fundraising, managing a portfolio of high-capacity donors and priority prospects
- Personally cultivate, solicit, and steward leadership and transformational gifts
- Provide strategic direction for the major gifts program and partner closely with the Major Gifts Officer on donor strategy, pipeline development, and key solicitations
- Foster a strong, relationship-based culture of philanthropy across the school community



INSTITUTIONAL GIVING, EVENTS & KEY INITIATIVES

- Oversee foundation and corporate fundraising strategy, including grant pipeline development and performance, in partnership with the Grant Writer
- Lead the planning and execution of SVA's signature fundraising events, the Friends in Concert Gala and the Don Parcells Golf Classic, so that they meet revenue goals, strengthen donor relationships, and build the pipeline
- Secure and steward event sponsors and key contributors in alignment with broader fundraising strategy
- Lead fundraising strategy for key priorities, including scholarship programs such as the Promise Scholars Program
- Coordinate scholarship funding with Finance, aligning donor support with student awards and tracking and stewarding gifts
- Build and expand sponsorship and donor support for scholarship and programmatic initiatives as part of annual and campaign strategies

BOARD RELATIONS & ACCOUNTABILITY

- Oversee development operations, including donor data management, gift processing, reporting, and financial reconciliation
- Serve as primary liaison to the Board of Trustees and the Advancement Committee, supporting their engagement in fundraising
- Prepare and present regular reports on fundraising performance and strategy
- Ensure accountability for achieving overall fundraising goals and continuous improvement across all advancement functions



OPPORTUNITIES

- Deepen and expand the culture of philanthropy across trustees, faculty and staff, parents, alumnae, and friends
- Grow alumnae participation, building on the approximately 14% of alumnae who give today, and welcome back graduates who have not been in touch with the school
- Broaden support for the Promise Scholars Program and the school's tuition aid, which reaches more than half of all students
- Strengthen the Friends in Concert Gala and the Don Parcels Golf Classic as engines of both revenue and new relationships
- Build the systems, calendars, and data practices that allow an advancement office to operate collaboratively and strategically, including through Raiser's Edge
- Lead a combined in-person and remote team and develop its members
- Introduce new corporate, foundation, and civic partners to the school across Newark and beyond
- Share the stories of Saint Vincent students and graduates in ways that inspire investment in the mission
- Honor the school's Vincentian heritage while bringing fresh ideas to advancement



PROFESSIONAL & PERSONAL QUALIFICATIONS

EDUCATION & EXPERIENCE

- Bachelor's degree required
- Five or more years of progressive, successful fundraising experience, including major gifts, campaigns, events, and endowments
- Demonstrated success managing the full donor lifecycle in a multi-million-dollar fundraising environment
- Nonprofit or school-based development experience preferred
- Experience planning and executing successful events (two or more years preferred)
- Strong analytical skills and a proven record of increasing and diversifying revenue streams
- Proficiency in Blackbaud Raiser's Edge preferred
- Respect for and understanding of our Catholic identity

SKILLS & COMPETENCIES

- Strategic and visionary leader who turns vision into actionable plans, clear timelines, and measurable goals
- Effective manager of people and priorities who delegates clearly and motivates a team of in-person and remote colleagues
- Compelling storyteller and exceptional written, digital, and in-person communicator
- Natural networker and community builder who is comfortable making introductions and confidently asking for support
- Results-driven problem-solver who uses data to guide strategy
- Sound judgment and discretion in handling confidential information
- Tenacious, creative, and entrepreneurial self-starter

PERSONAL CHARACTERISTICS

- Deeply mission-driven, committed to SVA's Catholic and Vincentian identity, and a joyful advocate for the school
- Warm, collaborative, and diplomatic, with the confidence and humility to serve as a thought partner to the President
- Eager to immerse in the history, traditions, and relationships that make Saint Vincent distinctive
- Flexible and responsive, able to work occasional evenings and weekends and to engage fully in campus life



ABOUT THE AREA

Saint Vincent Academy sits in the heart of Newark, New Jersey's largest city, roughly ten miles from Manhattan and easily reached from Newark Penn Station and Newark Liberty International Airport. The city combines a rich immigrant history, a growing downtown, and anchor institutions such as the New Jersey Performing Arts Center, Rutgers University-Newark, and the New Jersey Institute of Technology. Its neighborhoods and families are at the center of the school's mission.

The Sisters of Charity of Saint Elizabeth founded the Academy in 1869. Their presence in New Jersey dates to 1859, and their Motherhouse in Convent Station remains home to the community that has sponsored SVA for 157 years. As one of the sponsored ministries of the Sisters of Charity, all current employees of SVA are entrusted to carry that holy mission forward!



APPLICATION PROCEDURE

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

- 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.

All inquiries and applications will be treated with the highest degree of confidentiality and with the greatest respect. Should your background and experience align with the needs of the position, a member of our team will reach out to you regarding next steps.



APPLY NOW



Interested in this opportunity? Contact:

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