

Position Title: Director of Advancement
Reports to: Head of School

Job Description:

The Director of Advancement works closely with the Head of School and supervises and collaborates with a small staff to provide leadership for the Development program as it builds a strong culture of philanthropy throughout the school, alumni, and global community. The goal of the Director of Advancement is to design programs of giving that attract the maximum gift support possible to the institution.

Job summary:

- To maintain congruency between the school's mission statement and all activities of the department
- To establish and execute forward-thinking development/advancement and strategic programs that optimally grow the annual, major and capital campaigns; legacy gifts; and planned giving
- To oversee all aspects of the Development program, including fundraising, leading the annual giving program, guiding the capital campaign, soliciting corporate and foundation proposals; creating a strong alumni association, and special development events
- To identify, research, and spearhead the implementation of a diverse and multifaceted fundraising program to support the school's strategic vision, cultivating a culture of giving and gratitude across all constituencies and socio-economic strata
- To collaborate with the admissions office on PR initiatives and the marketing and communications office to create/produce fundraising-related communications materials to expand and enhance the school's visibility and reputation
- To identify corporate and foundation funding opportunities and help draft grant applications
- To strengthen relationships with the school's alumni and further develop alumni programming – much of this will be planned and delegated to support staff within the office
 - Research and generate ideas to increase charitable giving at the school through alumni donors
 - Develop a wide variety of ways to communicate with all alumni, including social media
 - Plan, organize, and implement receptions, reunions, special educational programs, and other alumni events both at school and throughout the community
 - Create meaningful avenues for alumni participation in the life of the school
 - Publish the alumni magazines and other publications
 - Maintain current and ongoing messaging about the school on the school's website and on other social media outlets
 - Conduct alumni prospect research – research and profile the backgrounds of all alumni
 - Identify, select, and train alumni to assist in the admissions office network for prospective families and students
 - Oversee and manage the school-wide directory for professionals in the community

- To personally solicit major donors and create meeting opportunities for the Head of School to tell a compelling story
- To enhance existing relationships while building new relationships, systems, and programs that further tap into the generosity and resources of the community
- To maintain a database of all contributors and provide development reports as required
- To manage the development budget
- To supervise and nurture the development office staff
- To coordinate the school's volunteerism efforts providing a strategic plan to follow and implement
- To successfully identify, cultivate, and recruit committee and leadership volunteers that will assist in the execution of annual giving, special event and major donor fundraising programs in coordination with the development staff, board/committee members and the Head of School
- To successfully oversee and manage development staff to ensure the meeting of their development and personal goals in coordination with other school staff as appropriate
- To nurture and maintain a highly collaborative relationship with the Head of School, the Development Committee, and individual board members; supporting them in all of their fundraising responsibilities and accompanying them on donor visits when appropriate
- To prepare necessary reports for the Head of School for status updates, strategizing, goal setting, and board meetings
- To engage in on-going professional development activities to hone skills
- To manage a prompt acknowledgement system, periodically reviewing methods and policies for accuracy, efficiency, and legal/regulatory requirements
- To ensure necessary donor/volunteer tracking, accounting, policies, and reporting processes are in place to facilitate overall development efforts and coordinate with appropriate and existing school staff and processes
- to perform other duties as assigned by the head of school
- to support the school and its leadership
- to be a role model for all that you expect from teachers and students

Skills and Abilities:

Strategic skills: The ability to see the big picture, anticipate opportunities and set the vision by creating longer-range perspective on various situations. Effectively use strategic thinking to assist other departments in the achievement of their goals.

Business/Financial skills: The ability to effectively analyze results of all of the programs you oversee, manage your budgets, and make recommendations supported by financial analysis.

Creative Problem Solving: Uses a disciplined process to define problems, identify root causes, and evaluate data from a variety of sources. Creatively solves these problems.

Collaboration skills: The ability to work effectively with others inside and outside the lines of formal authority to accomplish goals and identify and resolve problems. Participate in local,

regional, and national business related organizations to build relationships and keep the school current with regard to financial operations.

Communication skills: The ability to listen, overcome objections, work with others towards “win-win” situations. Must have outstanding writing, verbal and presentation skills and present a positive attitude.

Common Qualification Requirements:

- Bachelor’s Degree; Master’s degree preferred
- 5+ years of experience in the nonprofit sector and in fundraising
- Independent School experience preferred
- Proven success in directly soliciting and closing charitable gifts
- Strong interpersonal skills and ability to work with all the school constituents while maintaining strict confidentiality
- Excellent verbal and written communication skills
- Strategic thinker with a “can-do” style
- Passionate about working with a wide range of individuals from diverse backgrounds
- Outstanding knowledge of fundraising data software and database management software
- Experience working with and motivating volunteers and staff members
- Familiarity with the local community, especially the Northland
- Highly organized and able to prioritize and adjust in a fast paced environment
- High emotional IQ and level of people and relational skills
- Skilled in Microsoft Office Suites, CRM use, and basic social media skills