

THE Gregory School

*A Tradition of
Inspiring Excellence*

Position title: Director of Advancement

FSLA Classification: Exempt

Department: Advancement and Development

Reports to: Head of School

To Apply please visit our website: gregoryschool.org/about/jobs

Position Overview: The Director of Advancement works closely with the Head of School, the administrative staff, and the board of trustees to provide leadership for the advancement/development program as it builds a strong culture of philanthropy throughout the school and local community. The Director's goal is to design giving programs that attract the maximum gift support possible to the institution. This is a full-time, 12-month administrative position. The Director of Advancement pays an annual salary of \$80,000

Key Responsibilities:

- Oversee all aspects of the development/advancement program, including fundraising, leading The Gregory School Annual Fund, guiding capital campaigns, soliciting corporate and foundation proposals, creating a strong alumni association, and special development events.
- Establish and execute forward-thinking development/advancement and strategic programs that optimally grow the annual, major, and capital campaigns; legacy gifts; and planned giving.
- Identify, research, and lead 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.
- Effectively communicate the school's vision, core values, educational philosophy, curriculum offerings, and mission.
- Collaborate with the director of admissions and enrollment management and the director of communications to achieve shared goals.
- Identify corporate and foundation funding opportunities and help draft grant applications.
- Strengthen relationships with the school's alumni and further develop alumni programming.
- Personally solicit major donors. Enhance existing relationships while building new relationships, systems, and programs that further tap into the generosity and resources of the community.
- Maintain a database of all contributors and provide development reports as required.
- Nurture and maintain a highly collaborative relationship with the Head of School, the board chair, the advancement committee chair, and individual board members, supporting them in all their fundraising responsibilities, and accompanying them on donor visits when appropriate.
- Work in partnership with the director of communications for development publications, including fundraising materials, the annual report, and other school-related materials.
- Manage the advancement/development budget.
- Other duties as assigned by the Head of School.

Qualifications:

- Bachelor's degree. Master's degree preferred
- At least three years of experience in the nonprofit sector and in fundraising with proven success in directly soliciting and closing charitable gifts
- Outstanding knowledge of fundraising data software and database management software
- Experience working with and motivating volunteers and staff members
- Familiarity with the local community
- Strong interpersonal skills and ability to work with all the school's constituents while maintaining strict confidentiality
- Excellent verbal and written communication skills