



## Director of Advancement

Holy Spirit Episcopal School (HSES) is a growing community that currently serves 330 students from infants through grade eight. The school is expanding the leadership team and seeks a dynamic professional with proven skills in philanthropy and constituent relations. The Director of Advancement is a full-time position requiring a minimum of a B.S. or B.A. from an accredited university with three or more years of experience, preferably in private schools. The candidate will demonstrate the ability to lead the school in institutional advancement and will possess excellent organizational skills, and strong written, verbal, and interpersonal communications. Qualified applicants may submit their resume to [tmckinsey@hses.org](mailto:tmckinsey@hses.org).

**Position Title:** Director of Advancement

**Date Modified:** February, 2020

**Accountability:** Reports to Head of School

**Work Hours:** 7:30 to 4 p.m.

### Position Purpose

The Director of Advancement will advance the mission of the school by cultivating donors, volunteers and ambassadors while meeting strategic priorities. Responsibilities include oversight of all programs and events related to fundraising, including annual fund, major gifts, parent programs, auction, gift records, data management and reporting, while serving as a leader for any future capital campaigns.

### Essential Functions and Tasks

- Plans, implements and manages annual giving by fostering relationships with parents and building relationships with new individuals, corporate donors and foundations.
- Nurtures a culture of philanthropy.
- Coordinates parent volunteers for advancement and fundraising efforts.
- Plans and implements an annual fundraising event that includes a church and school auction on alternating years.
- Organizes all fundraising efforts including PTO and school-sponsored organizations.
- Creates an annual report of school philanthropy.
- Partners with Director of Marketing and Director of Admissions to advance the mission of the school.
- Attends community and school functions; interacts with constituents.
- Displays flexibility, and is comfortable learning and utilizing new technologies; specifically FACTS/Renweb, Donor Connect, Greater Giving and Microsoft Office Suite.
- Assists Head of School with the Board of Directors Advancement Committee.
- Prepares monthly report for Board of Directors.
- Records gifts, maintains precise records and sends accurate and timely donor correspondence, including tax receipts and thank you notes.
- Develops and maintains the development database.
- Maintains confidentiality and discretion.
- Participates in long-range strategic planning and short-term goal setting.
- Serves as a member of the Administrative Leadership Team.
- Exhibits the behaviors described in the Faculty and Staff Essential Expectations and Characteristics of Professional Excellence.
- Fulfills other duties and responsibilities assigned by Head of School.

### Physical Requirements and Work Environment

- Climate-controlled indoor office environment.
- Occasionally lift up to 30 pounds.
- Visual acuity both near and far.
- Stooping, bending, kneeling, standing, walking, reaching, etc.