

JOB DESCRIPTION

Job Title: Director of Advancement

Department: Support Staff

Job Status: Part time

Proposed Hours: 20 hours per week (average)

Starting Date: July 30, 2015

Compensation: Salary is commensurate with experience, education, and credentials.

The application deadline is June 29, 2015.

I. Purpose: Director of Advancement to manage all aspects of school advancement and fundraising. Responsibilities include planning and implementing programs that generate gifts from alumni, parents, grandparents, and friends of Mercy Montessori Center.

II. Qualifications and Requirements:

- A. **Education Level:** Bachelor's Degree
- B. **Experience Desired:** Three (3) years experience in a similar position.
- C. **Physical Requirements:** Constant hand-eye/mind-eye coordination, speaking, hearing, keyboarding, filing, walking, balancing, bending over, carrying, holding, standing, sitting, stooping, writing. Repetitive motions of wrists, hands, and fingers.
- D. **Other Requirements:** Organizational skills and demonstrated proficiency with computers and databases. Demonstrated ability to work cooperatively with others. Excellent oral and communication skills.
- E. **Working Conditions:** Work is primarily conducted in a controlled, comfortable, indoor environment with some temperature variation. Possible exposure to communicable diseases, blood, bodily tissue and fluids.

III. ESSENTIAL FUNCTIONS/SKILLS:

- 1. Develops and implements comprehensive Annual Fund program to meet goals established in conjunction with School Administration and Board of Trustees.
- 2. Identifies, cultivates, and communicates with major gifts donors and prospects.
- 3. Coordinates the planning of the annual Spring Auction. Prepares a budget to meet established goals.
- 4. Develops donor relations, corporate, and foundation relations to maintain connection and communication with key sources of investment for the school.
- 5. Identifies, cultivates, and communicates with major gift donors and prospects.
- 6. Applies for and manages all grant applications.
- 7. Plans and coordinates donor recognition programs and/or events.
- 8. Maintains and updates database(s).
- 9. Serves as liaison to the Mercy Montessori Board of Trustees.
- 10. Performs other duties as assigned by supervisor or designee.

Annual Fund Campaign

- Coordinate, execute, financially track, report on and complete school's Annual Fund Campaign.
- Strategize fundraising approaches, outline principal's role in campaign, solicit incentive donations, segment donor database, coordinate volunteer call nights and/or targeted solicitation of donors and personalize campaign ask letters.
- Work with Communications Director to compose principal's Annual Fund letters, determine, write and distribute follow-up solicitation communications, assess campaign progress, devise successful solicitation approaches for a wide financial range of donors to achieve 100% parent involvement and write campaign progress announcements to school community.
- Create and implement strategies for ongoing donor development, write individual thank you correspondence, establish and facilitate principal's role in ongoing donor development.
- Manage donor relations while maintaining donor and institutional confidentiality, promoting the school's mission and fostering a culture of annual giving.

Spring Fling Auction

- Coordinate all aspects of annual auction including budget, sponsorship, schedule, volunteers, contracts and writing of printed auction programs.
- Compose corporate and individual sponsor thank you correspondence, write campaign progress announcements to school community and oversee auction close out process.
- Delicately manage highs and lows of auction committee while maintaining school's principles and fundraising goals.

Alumni Relations

- Identify alumni and build alumni network.
- Keep database up to date.
- Create opportunities for alumni to reconnect with the school

Other Skills

Kindness, willingness to help out with other school tasks as needed - the children's needs come first in this building

Respect of others, no drama

Collegial disposition

Note: The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not construed as an exhaustive list of all duties that may be performed in

such position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time.

Please submit a resume, cover letter, and three professional references by email to Patty Normile, Principal of Mercy Montessori at pnormile@mercymontessori.org. Find out more about our school at www.mercymontessori.org. We are an equal opportunity employer and we welcome and encourage diverse candidates to join our community.