

## **Institutional Advancement Fellowship**

**Job Title:** Advancement Fellowship

**Department:** Office of Institutional Advancement

**Reports to:** Mr. Jeff Appel, Associate Head of School for Institutional Advancement

**FLSA Status:** Non-exempt

**PDS Status:** Staff, full-time/fellowship, benefited

This position is a full-time fellowship position beginning Summer 2019 – June 30, 2020.

Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,650 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PDS is recognized as one of the Charlotte Observer's "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PDS is recognized as one of greater Charlotte's 2018 healthiest employers by the Charlotte Business Journal. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony. PDS was also recognized as one of North Carolina's 50 most family-friendly employers by Carolina Parenting, Inc., every year since 1999 until the award was discontinued in 2016. This award recognized employers for their initiatives in helping N.C. parents balance work and home life.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

Summary The Office of Institutional Advancement (OIA) is a mid-size team supporting a high-performing school in the areas of Advancement Services, Alumni Relations, Annual Fund,

Development, and Strategic Marketing & Communications. The school recently concluded a \$27 million comprehensive campaign that significantly transformed the campus and further established the school's strong culture of philanthropy. Providence Day will be celebrating its 50th anniversary in the 2020-2021 school year, and the OIA team is leading this community-wide initiative. This marks the 5th year the Advancement Fellowship has been offered at Providence Day.

The Fellowship is a one-year immersion program for an individual who has an interest exploring the Advancement field, particularly in an education setting. The successful candidate will report directly to the Associate Head of School for Institutional Advancement and participate in regular mentoring/coaching sessions. The responsibilities of the position will provide an opportunity for exposure to every aspect of the Advancement office which will include time working with the Directors of Alumni Relations, Annual Fund, Advancement Services and Strategic Marketing & Communications.

Upon the successful completion of the Fellowship, Providence Day is committed to supporting the candidate in making the transition to the next step of their career.

**Qualifications:**

A bachelor's degree is required. The candidate should have strong organizational skills, excellent verbal and written communication skills, and the ability to work effectively as a team member. This is a full-time paid position with benefits.

**Application Process:**

Applicants should submit a cover letter of interest, current resume, college transcript (if applicable), three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address:

[PDS.AdvancementFellowship@providenceday.org](mailto:PDS.AdvancementFellowship@providenceday.org)

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).