



## DIRECTOR OF ADVANCEMENT

**OUR MISSION:** Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

**ABOUT US:** Oregon Episcopal School occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community.

**JOB SUMMARY:** The director of advancement is a member of the OES senior leadership and reports directly to the head of school. This position serves on both the Administrative and Operations Teams. The director leads the Advancement Office, comprising an integrated team of development, marketing and communications, and alumni relations professionals that plans, designs, implements, and analyzes all advancement-related activities of the School. In addition to the qualifications detailed below, the successful director will be an excellent manager of people, experienced in strategic communications, able to approach the work with a diversity, equity, and inclusion (DEI) lens, and possess a deep understanding of and passion for the mission and vision of OES.

This is a full-time, year-round, senior administrative position that comes with a competitive salary and benefits package, abundant professional development opportunities, and tuition remission for up to two admissions eligible children. **Starts July 1. Application deadline is March 15.**

### ESSENTIAL DUTIES:

- Provide clear vision, supervisory leadership, and strategic direction for all aspects of OES's Advancement program, including development, marketing and communications, and alumni relations.
- Serve as the School's chief development officer. Personally cultivate, solicit, provide stewardship for, and monitor a portfolio of individual donors for annual, capital and estate giving.
- Staff the head of school in major gift cultivation and solicitation.
- Oversee the development of and actively participate in the School's international fundraising efforts.
- Oversee capital campaign planning and implementation.
- Communicate a broad understanding and awareness of OES's mission, vision, values, brand, and strategic plan.
- Staff the Board's Governance Committee. Work with the head of school and Governance chair to assess current and anticipated needs related to board composition, identify potential trustee candidates, and ensure the smooth functioning of the committee per the OES bylaws.
- Serve on the head of school's Operations Team and Administrative Team. Lead the School's Crisis Communications team.
- Represent the School at key fundraising and community events.
- Stay current on industry standards and innovation through a commitment to

ongoing professional development. Represent the School within national and international professional advancement organizations.

- Engage fully in the School's diversity, equity, and inclusion programming.
- Other duties as assigned by the head of school.

**MINIMUM QUALIFICATIONS:**

- BA/BS in business, communications, liberal arts, nonprofit management, or related field
- Seven years' related experience in progressively responsible positions
- Substantial experience hiring, supervising, and developing teams in a nonprofit setting
- Major gift fundraising and capital campaign experience
- Extensive hands-on experience with donor software (preferably Raiser's Edge)
- Intercultural competency, ability to interact with and compel a diverse array of individuals with diplomacy and respect, ability to lead diverse teams, demonstrated commitment to equity and inclusion
- General digital literacy, intermediate to advanced MS Office Suite, database skills, web applications including Google Docs, Zoom or Skype, as needed: ability to adapt and learn as digital tools evolve
- Ability to work occasional evenings and weekends, means of travel to off-site events, ability to travel domestically and abroad as needed.
- Ability to pass a criminal background check and drug screen.

**PREFERRED QUALIFICATIONS:**

- MA/MS in related field
- Ten years' related experience
- CFRE

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Professionalism and discretion; ability to maintain appropriate confidentiality
- Excellent verbal and written communication skills; ability to articulate complex ideas in a credible, meaningful way; experience translating financial information for presentation to external audiences
- Project management and budgeting skills
- Organizational skills, ability to manage a broad scope of activities with multiple, often competing deadlines
- Interpersonal skills, ability to maintain, collegial working relationships
- Ability to exercise leadership while engaging in collaborative, team-based work

**PHYSICAL REQUIREMENTS:**

- Ability to sit at computer and keyboard for moderate periods
- Ability to lift and carry up to 20 pounds on a frequent basis
- Mobility sufficient to move about the campus
- Ability to see, hear, and speak to interact with students, parents, and groups of individuals

**COMPENSATION:** Annual salary commensurate with experience plus benefits

**APPLICATION INSTRUCTIONS:** OES is pleased to be working with [Nonprofit Professionals Now \(NPN\)](#) on this search. To apply follow the link below to submit your materials: <https://www2.pcrecruiter.net/pcrbin/jobboard.aspx?boardid=HEYaQ4chmP2V14T%2BrIH08EbSiwarfCxDMY362zL90ndQg0n2qL%2FB0FjOclrPYztvc2Ww>.

Management reserves the right to change or add to this job description at any time.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.