

## Associate Director of Advancement

### The Girls' Middle School

Imagine a school where each day is alive with learning and the spirit of adventure. Since its founding in 1998, The Girls' Middle School (GMS) has been committed to progressive education and innovative programming, meeting the needs of a wide range of middle school students who make up our vibrant, inclusive community. Our project-based curriculum encourages creative problem solving, collaborative teamwork, and independent thought. GMS educates girls during a pivotal time in their lives. Girls develop self-knowledge, confidence, and leadership skills supported by a staff highly attuned to their changing emotional and social needs. GMS encourages girls to find their voices, take risks, and become self-reliant. Learn more about GMS: [www.girlsms.org](http://www.girlsms.org).

*GMS celebrates all perspectives coming together in community. We want great teachers with many differences, because we know diversity enriches us by bringing to GMS new experiences, views, and knowledge about the world.*

### Job Summary

GMS is seeking a passionate Advancement professional to work closely with the Director of Advancement in developing and implementing strategies to achieve multi-faceted goals. The Associate Director of Advancement joins a strong collaborative team. This leader will manage The GMS Fund (annual giving), The Bennett Scholars Breakfast (our primary advancement event and cherished GMS tradition), as well as additional programs and events. This is a full-time, 12-month position reporting to the Director of Advancement.

### General Responsibilities

- Partner with the Director of Advancement to execute the annual giving campaign, The GMS Fund. Facilitate internal alignment meetings to define scope, requirements and program objectives related to all events.
- Manage the interdependencies of contributing teams to successfully implement GMS major giving campaigns.
- Attend monthly Board of Trustees Advancement Committee meetings; responsible for taking and distributing meeting minutes.
- Draft solicitation meeting briefing notes for Director of Advancement, Head of School, and other solicitors.
- Supervise the Development Associate, overseeing the Advancement Office's database (The Raiser's Edge), including gift accounting and acknowledgment, pledge collection and creation of financial reports.
- Partner with internal stakeholders to proactively identify and resolve roadblocks.
- As part of the GMS management team, assist faculty and staff in providing Administration supervision duties for students when necessary.

## Skills and Abilities

- Capacity to lead, inspire, and work collaboratively between and among diverse teams.
- Exceptional documentation, verbal and written communication, social media and writing skills.
- Top notch project management skills.
- Ability to develop effective professional relationships with a diverse spectrum of donors, vendors, faculty, staff and volunteers.
- The ability to demonstrate grace under pressure and creatively problem solve.
- Enthusiasm for the values and mission of The Girls' Middle School.

## Education and/or Experience

3+ years experience in fundraising and an undergraduate degree or similar training is required; A relevant advanced degree is a plus. Knowledge of fundraising principles and project management best practices is expected.

## Compensation

A compensation package, including a comprehensive benefits package, will be offered commensurate with experience.

## Interested candidates

Please send a resume and letter of interest to Ms. Kimberly Yarnall at [employment@girlsms.org](mailto:employment@girlsms.org).