



Seattle Preparatory School Director of Advancement

School Mission and Description:

Located on North Capitol Hill, Seattle Preparatory School currently serves a co-educational student body of 765 drawn from throughout the greater metro area. Since its founding in 1891, Prep has been consistently committed to excellence in all its programming, with a special emphasis on the formation of students as “men and women for others.”

Seattle Preparatory School seeks a qualified, dedicated professional to serve as its next **Director of Advancement**, a team member and leader who will be committed to animating Prep’s Mission Statement: *Seattle Prep is a Catholic, Jesuit college preparatory school. We embrace the Ignatian ideals that God may be found in all things, that each person is sacred and that we are created to serve others in community. Our mission is to form discerning, transformational leaders who are intellectually competent, spiritually alive, open to growth, loving and committed to justice.*

Job Description:

- The Director of Advancement serves a critical role on the school leadership team reporting directly to the President. This senior leader is responsible for overseeing a comprehensive advancement program while growing and mentoring the Development Office team. This position also works closely with the Communications and Marketing Office.

Essential Duties:

- Conceptualize, plan and cohesively integrate all Development related initiatives to achieve increasing levels of support among all key constituencies
- Ensure successful fundraising through the Annual Appeal, the SPREE auction, procurement of grants, sponsorships, major gifts, planned giving / endowments, and capital campaigns and stewardship
- Ensure successful planning and execution of Development related events, including designing new cultivation and stewardship events
- Engage and build relationships with parents, alumni and other potential donors
- Supervise Development office staff providing direction, mentoring, compassion, and collaborative, leadership
- Build strong Development team performance and morale
- Analyze data reports to determine the effectiveness of different fundraising efforts and adjust strategies as needed
- Provide regular updates on Development Office projects and initiatives to the President and Board of Trustees

Reporting:

This position reports to the President.

Required Qualifications:

- Proven leadership of successful fundraising including campaign planning and management, ideally in a school, college, or university
- Track record of conceptualizing, planning, and cohesively integrating a full range of advancement programs including an annual appeal, corporate sponsorships, events (especially an annual auction), major gifts, planned giving, endowments, grant writing, parent and alumni engagement/relationships.
- Ability and willingness to travel to meet clients or attend events
- Exceptional motivation, and professionalism
- Strong interpersonal, listening and relationship building skills,
- An understanding of different perspectives and the ability to interact respectfully and collaboratively with colleagues, donors, volunteers, other viewpoints and cultures
- Exceptional written and verbal communications capabilities
- Familiarity with prospect/donor research and gift processing
- Familiarity with development software (specifically Raiser's Edge)
- Ability to engage in collaborative Strategic Planning
- Approach that is student-oriented and committed to supporting inclusive access to education
- Ability to understand and embrace the Catholic Jesuit mission of the school
- Successful completion of criminal history background checks, Safe Environment training, and full COVID vaccination or proof of medical exemption are required.

FSLA and WMWA Classification:

- This position is classified as Administrative Exempt– Not overtime eligible under the FSLA and the WMWA

Terms of Employment:

- Annual Contract
- Full Time (Year-round, 12 months)
- Level 1

Benefits:

- Employee Health, Dental and Vision Insurance
- Employee Assistance Program
- Travel Assistance Plan
- Pre-Tax Commuter Plan
- Tax Sheltered Annuity (Retirement Plan) employer matches will start after a year of employment.
- PTO (Sick, Personal, Bereavement, Paid Family and Medical Leave)
- Long-term Disability and Life Insurance
- Tuition Remission
- Free Lunch Thursdays
- Life lock
- School Holidays and Vacation
- MS Surface Loan program
- Professional Development

Physical / Mental Requirements and Working Conditions:

Physical Requirements: Lift up to 25 lbs., walk to different buildings, speak, hear, see, reach, bend, sit, stand, maintain stamina throughout a scheduled work shift and move hands and fingers sufficiently to type/write. There may be times when the position requires the ability to drive and to work outside.

Mental Requirements: the ability to synthesize, analyze, focus, concentrate, strategize, organize, and read emotional cues throughout a scheduled work shift.

Nondiscrimination Policy:

Seattle Preparatory School does not discriminate in its employment decisions or practices on the basis of gender, age, race, color, marital status, honorably discharged veteran or military status, national and ethnic origin, sexual orientation or any disability which can be reasonably accommodated in the administration of its educational policies and school administered programs. People with diverse backgrounds are strongly encouraged to apply.

To request disability accommodation in the application process, contact the Director of Employment Services (HR) Office at employment@seaprep.org

Application Process:

If you are interested in applying for this position at Seattle Preparatory School, please submit a cover letter, resume, and list of three references to employment@seaprep.org. Please also visit our website, www.seaprep.org, for additional details about Seattle Prep. The application window will close when the position is filled.

Legal:

This job description does not constitute an employment agreement between the School and the Employee. It is subject to change by Seattle Prep as the needs and requirements of the school change. Employment is at-will and may be terminated at any time by Seattle Prep or the employee with or without cause and without notice.