



Director of Advancement Sarasota, FL

Located on two campuses totaling 95 acres in beautiful, Sarasota, Florida, The Out-of-Door Academy (ODA) is an independent, coeducational, college preparatory day school serving 800 students in pre-kindergarten through twelfth grade. At Out-of-Door, students are happy, engaged, and excited about their academic, artistic, athletic, and personal growth. A talented and dedicated faculty challenge students to reach their full potential while providing a high level of individual guidance and support. The school's rigorous and innovative academic program ensures that learning is both meaningful and lasting. Robust offerings in the arts, athletics, and service learning enrich the ODA experience and provide opportunities for students to discover and develop their unique interests and talents. Graduates leave Out-of-Door not only academically prepared but also with the strength of character and passion for learning that provide a strong foundation for future success in higher education and in life.

Out-of-Door maintains a commitment to diversity, equity, inclusion, and belonging along with our core values of respect, integrity, service, excellence, and responsibility. We aim to understand, engage, and celebrate the broad range of human experiences, perspectives, and identities that make up the ODA community. We believe that a diverse and inclusive community is essential to ensuring a comprehensive, global education that cultivates leaders of strong character.

Out-of-Door was founded on Siesta Key in 1924 to serve students in pre-kindergarten through eighth grade. In 1996, a second campus in the Lakewood Ranch area of Sarasota was acquired to accommodate the addition of an upper school. Both campuses have evolved and developed to meet the needs of a growing enrollment as well as to enhance and enrich the experience of every student at ODA. Today, the historic five-acre Siesta Key campus is home to the Lower School (PK-5), and the 90-acre Uihlein Campus in Lakewood Ranch houses both the Middle and Upper Schools. Facilities include interactive technology in every classroom, a fine and performing arts center with a black box theater, a student and STEM Center, a competition gymnasium with a wellness center, a field house, a lighted stadium, tennis courts and a practice complex.



The Out-of-Door Academy seeks a **Director of Advancement** to join a thriving school during a period of exciting growth and development. As a key member of ODA's Leadership Team, the Director of Advancement's primary responsibilities include identifying, cultivating, and soliciting donors, in addition to managing and leading strategy for the entire development department. The successful candidate will help foster a strong culture of philanthropy in the school community, will utilize a donor centered approach to philanthropy, will seek opportunities for long term engagement for donors and prospects, and will strategically convey the school's mission and philanthropic priorities to selected constituents.

Responsibilities

Reporting to the Head of School, the **Director of Advancement** will be responsible for the following:

- Develop, manage, and execute strategies to achieve and attract the maximum gifts possible to the institution. These strategies will include setting long-range financial goals for each fundraising objective and defining metrics to be achieved.

- Develop and grow a robust annual fundraising plan that includes financial goals, revenue generating activities, and operating efforts that will be directed at supporting strategic objectives.
- Provide strong, effective, and highly visible leadership in the internal and external community to capitalize on the full potential of fundraising opportunities.
- Work closely with the Head of School, Board of Trustees, and parent volunteer groups to align and maximize fundraising efforts.
- Responsibilities relative to fundraising and advancement will include but are not limited to:
 - Develop and implement capital campaigns to meet the school's current and future needs.
 - Identify, cultivate, solicit, and expand a growing base of modest and major donors to the school, including individuals, corporations, and foundations.
 - Formulate and supervise all research relative to evaluation and cultivation of past, current, and prospective donors.
 - Direct all internal and external community and special event activities as well as the alumni and annual fund fundraising programs.
 - Develop, implement, and manage initiatives that cultivate relations for the school that foster financial giving and fundraising volunteerism.
 - Maintain and expand the school's existing relationships with parents, volunteers, donors, and alumni in support of fundraising goals.
 - Manage a portfolio of donor prospects for cultivation, solicitation, and stewardship.
 - Develop and write grant proposals to foundations and corporations.
 - Leverage cultivation, solicitation, and stewardship strategies to position the school as a community asset.
- Work closely with the Director of Communications to develop, implement, and manage strategic marketing and communications efforts that effectively promote the organization to internal and external constituencies including appeals, letters, emails, social media, and printed publications.
- Manage, direct, and oversee all development staff positions.

Qualifications

Experience, Skills & Knowledge

- Master's Degree or higher is required.
- A minimum of ten (10) years of experience in relevant aspects of fundraising, alumni relations, leadership, and external relations experience, ideally in an independent school, college, or university setting.
- A proven track record of relationship-based fundraising with an intentional focus on cultivation, stewardship, and building personal relationships with philanthropists and donors including demonstrated experience in securing major gifts.
- Demonstrated experience of leading, implementing, and integrating a full range of development programs, including annual fundraising campaigns and initiatives.
- Demonstrated success in managing and training individual(s) or team(s).
- Keen attention to detail and the ability to maintain discretion with respect to confidential information.
- Strong communication and organizational skills with a track record of working effectively with a wide range of constituencies including students, faculty, staff, parents, trustees, alumni, donors, and prospects.
- Ability to effectively present information to school leadership, Board of Trustees, public groups, and internal constituencies,
- Analytical skills necessary to conduct complex and detailed analysis. Ability to read, analyze, and interpret marketing and business-related journals, financial reports, and legal documents.
- Mastery of a relational database such as Raiser's Edge and/or RE NXT; Proficient with technology including Word, Excel and the Google drive platform.
- Ability and willingness to work a flexible schedule that may include long hours, nights, weekends, and travel dependent on school calendar.

Personal Attributes

- An honest person who will live the school's values and effectively blends candor, care, and empathy in dealing with others, and whose style is rooted in honesty, transparency and collaboration.

- An approachable, collaborative professional, who values teamwork, builds meaningful relationships, listens well, and respects differences of opinion.
- A thinker who possesses excellent communication skills and a high level of emotional intelligence.
- A hard-working professional who thrives in a fast-paced work environment with high expectations.

Compensation and Benefits

This is a 12-month full-time exempt position beginning in July 2022. Compensation is highly competitive and commensurate with experience and includes a comprehensive benefits package.

At Out-of-Door, we value a diverse workforce. Applicants of any race, creed, physical ability, color, religion, sex, age, gender, sexual orientation, or national origin are encouraged to apply. Once an offer is accepted, the position will require the successful completion of a national background screening and drug testing.

Other

External candidates will be required to complete a video submission interview through the SparkHire platform. Once an application has been received, instructions on completing the video submission will be provided through an email. A candidate application will be considered complete once this video submission has been received.