



Director of Advancement

Reports to - Vice President of Advancement
Department - Advancement
Job Type - Full Time

Our Mission

Every student. Every mind. Every heart. Known. Inspired. Challenged.

Our Vision

A compassionate community of diverse learners empowered and determined to reach their unique potential and positively impact the world.

Our School

Brownell Talbot, founded in 1863, is a Nebraska state-approved preschool through grade 12 school. We are a member of the National Association of Independent Schools (NAIS) and the Independent Schools Association of the Central States (ISACS) and are accredited by AdvancED. Brownell Talbot is an exciting environment for professionals who like to be part of a supportive team of dedicated individuals who thrive on the challenges and rewards of working with an active community. Brownell Talbot fosters an educational environment that is inclusive and accepting of diverse individuals and viewpoints.

Position General Description

The Director of Advancement reports to the Vice President of Advancement and collaborates with all areas of the school. The director is responsible for all aspects of fundraising including The BT Fund (the school's annual fund), gala, major gifts, special events, grants, and communication. The job is accomplished through the individual's efforts as well as leveraging the skills and volunteer contributions of BT's parents, alumni, trustees, faculty, staff, and friends.

Essential Functions and Responsibilities

- Creates and implements a comprehensive annual giving strategy including goals, an annual calendar, metrics, and timetables, complementing overall campaign goals.
- Leads the efforts in the identification, cultivation, solicitation, and stewardship of donors.
- Develops relationships with current and prospective donors, foundations, organizations, alumni, and corporate funders.
- Develops strategies to retain existing donors and acquire new donors.
- Regularly solicits donors including current parents, alumni, faculty and staff, and friends for gifts to The BT Fund methods including but not limited to personal solicitations, phone-a-thons, direct mail campaigns, and electronic methods.
- Designs, implements, and evaluates a comprehensive program for annual gifts to significantly increase giving in both funds raised and participation.
- Facilitates and participates in a variety of fundraising, stewardship, community-building, and other campus events throughout the year.
- Drives strategy, writes content, and manages robust communications related to BT's fundraising initiatives, which include but are not limited to, giving solicitation letters and materials, event invitations, email communications, and social media.



- Oversees production of the school's annual giving report.
- Analyzes fundraising results and progress toward department goals on an ongoing basis and plans next steps through monthly report data throughout the year.
- Inputs and provides accurate data on Raiser's Edge NXT and data repositories.
- Prepares, interprets, and analyzes a variety of complex and multi-faceted information, data, forms, schedules, calendars, surveys, reports, and other communications.

Required Qualifications and Special Skills

- Bachelor's degree.
- Excellent writing, communication, and organizational skills.
- 5+ years experience in annual giving, membership, or alumni relations in an education environment or other equivalent nonprofit environments.
- Available to work weekends and evenings, as necessary.
- Social media knowledge, experience, and understanding.
- Strong organizational skills; ability to multi-task and set priorities.
- Computer literate with a solid knowledge of word processing, spreadsheets, and knowledge and experience with donor management software; Raiser's Edge NXT.
- Appreciation for and desire to participate fully in the dynamic life of a school community.
- Ability to think strategically, creating plans using best practices and fresh approaches.
- Capable of working with sensitive information with complete confidentiality.
- A self-starter who can work productively and meet goals without day-to-day supervision.
- Proven success in asking for, closing, and coaching others on fundraising for annual needs and strategic campaigns, as well as building and maintaining long-term relationships with individual donors, foundations, and corporations.
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, and social backgrounds, values, attitudes, and languages.

Preferred Qualifications and Special Skills

- Prior experience with major gifts as well as foundation and corporate grant writing.
- Knowledge of current and evolving trends in independent school fundraising practices.

Compensation and Benefits

The position is for the academic year starting in August 2022. A salary commensurate with experience, degree attainment, and qualifications is paid to employees annually. Full-time employees are eligible for our benefits package, including medical, dental, vision, disability, tuition remission, professional development/education funds, and the ability to participate in the school's 403(b) retirement program.

Application Process

Interested candidates are invited to visit brownell.edu/careers to obtain an application. Please submit the completed application, resume, and cover letter to careers@brownell.edu.

Brownell Talbot College Preparatory School does not discriminate on the basis of race, color, religion, gender, gender identity, age, disability, marital status, sexual orientation or based on any other status protected under local, state, and federal law, in admission or access to, or treatment of employment or educational programs and activities.