

Frankel Jewish Academy
Director of Advancement
Job Description

The Director of Advancement provides leadership for all development, marketing, communications, recruitment, admission, and alumni relations and partners with trustees regarding giving and development.

This individual oversees all fundraising activities including annual giving, planned/major giving, capital and endowment campaigns, special events and projects, alumni relations, and other school-related solicitations.

Additionally, this individual is responsible for preparing and monitoring the development budget and generating annual goals and objectives.

Other responsibilities include oversight of internal and external marketing, communications, and public relations as well as supervising and guiding admission and recruitment initiatives.

The Director of Advancement attends all Board of Trustee meetings, supports the Development Committee Chair, and staffs the Development Committee. This individual will participate in the policymaking of the school as a member of the senior administrative team.

The Director of Advancement will accompany the Head of School and volunteer leadership in the cultivation, solicitation, and stewardship of major donors and prospects.

This is a full-time, exempt 12-month administrative position reporting directly to the Head of School.

General Duties:

Management of the Development Program

- Produce adequate funds for current operations, special projects, and capital growth.
- Develop the annual Development Plan, working in concert with the current strategic plan and strategic financial plan.
- Develop an annual advancement budget that is directly linked with the priorities of the department and the institution.
- Communicate a broad understanding and awareness of FJA's mission and programs.
- Represent institutional development interests at the senior administrative level.
- Ensure that FJA's development efforts are directed at increasing donor support and advancing FJA.
- Review annually the funds raised and develop strategies for increasing annual fundraising goals.
- Supervise, set direction, and support the goals for each member of the Advancement team. Ensure that each individual clearly understands his/her responsibilities and objectives.
- Provide regular performance feedback, including annual performance appraisals, for the purpose of supporting the professional growth and talents of each Advancement team member.

- Create a culture and environment that encourages inclusiveness and teamwork.

Fund Raising

- Recommend funding goals for the fiscal year to the Development Committee.
- Oversee all annual event planning and yearly solicitation strategy and schedule.
- Focus attention on major gifts and identify, cultivate, solicit, recognize, and steward leadership donors and prospects.
- Work with the Head of School, Board members, and volunteers as they contact and steward prospective donors.
- Develop an effective planned giving program, creating a legacy.
- Oversee gift reporting, acknowledgments, accounting, and data management.
- Oversee events (e.g., alumni and friend receptions, parent receptions, recognition events, reunion weekend, special celebrations) that promote the connection of individuals to FJA.
- Write grant applications and reports as appropriate.
- Work closely with the Jewish Federation of Metropolitan Detroit.
- Steward endowment gifts.
- Assist in the development and implementation of the school's strategic plans.
- Keep faculty and staff informed of fundraising efforts.

Marketing and Communications

- With Marketing & Communications personnel, plan and implement a comprehensive long-range internal and external communications/marketing plan, with annual review and evaluation.
- Oversee all electronic communications and website requirements for FJA.
- Supervise the planning and production of all external school publications.

Recruitment and Admissions

- With Admission and Recruitment personnel, gather and analyze admission and recruitment data.
- Plan and implement a comprehensive admission and recruitment strategy, with annual review and evaluation.
- Review and audit the admission & recruitment cycle and system.

Board of Trustees

- Attend all Board of Trustees meetings.
- Prepare Board reports and oversee the writing of individual reports that are prepared by other members of the team.
- Work with the Chair of the Development Committee – setting agendas, providing data, and coordinating all fundraising efforts.
- At Development Committee meetings, report the work of the Advancement and Communications staff.
- Providing all research and data needed for the recruitment and training of new trustees.

Head of School

- Provide research, background information, appropriate materials, and recommended strategies for stewarding stakeholders.

- Work with the Head of School to implement strategic goals for the institution; as a member of the Management Team, develop priorities, strategies, and tactics for the school.
- Attend senior administration meetings.
- Work closely with the Head of School on other tasks as assigned.

Supervisory Responsibilities

- Ensure that the job descriptions for each member of the Advancement staff are clear.
- Provide regular performance feedback, including goal setting and performance appraisals, for the purpose of supporting the professional growth and talents of each Advancement team member.

Qualifications

- Bachelor's degree.
- Minimum 5 years of development experience, preferably in an independent school.
- Significant personal involvement in capital campaigns and major gift programs.
- Track record of moving easily among people of wealth and influence, soliciting gifts directly from high-net-worth individuals, foundations, and other giving sources.
- Well-versed in strategic planning, with skills that include creative thinking, extensive research and analysis, critical reflection, tough-mindedness, and practical execution.
- Natural "networker" adept at developing and maintaining relationships with potential and current donors.
- Excellent verbal and written communication skills.
- Ability to oversee a department and motivate and manage people while also acting as a professional mentor to build on the skills and strengths of direct reports.
- Skills to effectively use a variety of programs and software, including database programs.

Characteristics of Excellence

- Extreme commitment to data privacy and donor confidentiality.
- Inherent zeal for exceeding goals.
- Commitment to own professional growth and growth of staff.
- A passionate belief in the importance of philanthropy.
- Innate ability to show respect and honor the dignity of all donors regardless of gift level.
- Ability to build trust within the team and the donor base.
- Sense of innovation and entrepreneurship.

General Requirements

- A criminal history background check is required of all employees.
- Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
- References will be required; transcripts may be required.

FJA offers a warm and supportive working environment with competitive salary and benefits along with holiday breaks and 28 days of paid time off.

If you are interested in applying for this position, please email your resume, cover letter and references to employment@frankelja.org. In the subject title, please write, "Director of Advancement". You may also fax these forms to 248.661.4324.

Frankel Jewish Academy is a non-profit private secondary academy. We are an equal opportunity employer and are committed to the belief that each individual is entitled to equal employment opportunity. Applicants will receive consideration for employment without regard to race, age, color, sex (including gender identity, sexual orientation or pregnancy), disability, religion, national origin or genetic information.

To find out more about Frankel Jewish Academy, visit our website at www.frankelja.org.