



DIRECTOR OF ADVANCEMENT

The Meadows School is a renowned independent school committed to fostering academic excellence, personal growth, and community engagement. With a rich history of providing a world-class education, The Meadows School prepares students for success in college and beyond. As a leading institution in the education sector, we are seeking a dedicated and dynamic Director of Advancement to spearhead our Advancement team, reporting to the Head of School. As the Director of Advancement, you will play a pivotal role in advancing the school's mission by leading fundraising and development initiatives. The successful candidate will have a proven track record in implementing strategic fundraising plans, cultivating donor relationships, and overseeing comprehensive campaigns. This role will collaborate closely with school leadership, alumni, parents, and the broader community to secure financial support for key initiatives and projects.

Responsibilities

- Building a comprehensive and effective fundraising program, including strategic communications and marketing
- Overseeing development office personnel activities, including the hiring, definition of job responsibilities, and performance review process of each staff member, including the opportunity to collaborate and provide direction for the admissions team
- Partnering with development staff, senior staff/faculty, Board members and other volunteers to achieve fundraising goals
- Stewarding major donors and managing a portfolio of leadership gifts prospects, providing strategies for leadership prospects for the Head of School, and ensuring that timely steps are taken toward solicitation
- Continuing to grow the School's Annual Fund efforts to increase parent and community participation through improved communication and education
- Working with the Board's Development Committee to establish event and campaign based fundraising strategies, policies and plans, this includes the Annual Fund, Annual Gala and similar events and campaigns
- Strategizing community sources of funding through grants and corporations, both locally and nationally

- Managing, with the appropriate staff members, the efforts of the Parents Association
- Provide vision and strategy for major fundraising events
- Collaborating with the Director of Marketing and Communications to address the School's various communications needs, such as:
 - Defining the vehicles for communicating with all constituent groups
 - Overseeing alumni and parent communications and providing vehicles for more effective Board and staff communication
 - Developing a plan for alumni and parent relations which is systematic in its approach, addressing those who are positively disposed and looking for mechanisms to stay involved with the school
- All other duties and responsibilities assigned by the Head of School

Qualifications

- Commitment to academic excellence in an independent school education, along with the Board's and Head's vision on the strategic direction of the institution
- At least five years of experience in development and experience in independent school advancement models, formulating and executing successful ongoing fundraising plans, along with experience with larger capital campaigns
- Strong management and leadership skills, both strategic and operational, and a demonstrated ability to build, manage, mentor and motivate an effective team
- Collaborative skills to work effectively with the Head of School, Trustees, faculty, staff and volunteers along with the ability to maintain confidentiality and to exhibit good judgment in making decisions while ensuring others are well informed of changes, initiatives, and progress
- Ability to direct strategy and nimbly course-correct as necessary
- Excellent written and oral communications, computer and research proficiency
- Celebrates diversity and is proactively inclusive of all racial, cultural, socio-economic, religious, and gender groups
- Exhibits self-awareness and self-monitoring in identifying and solving school challenges
- Embraces feedback and a culture of continuous improvement
- Displays attitudes and actions that contribute to a healthy and collegial culture
- Supports and actively promotes the organization
- Bachelor's degree in a related field; advanced degree preferred