



Job Title: Chief Advancement Officer

Position Title: Chief Advancement Officer	Reports to: Head of School
Job Category: Professional	FLSA: Exempt, Administrative
FTE: 1.0; year-round position	Current Date: July 2024

General Summary: The Chief Advancement Officer (CAO) is responsible for planning, managing, and executing a comprehensive, diversified and strategic advancement effort in alignment with the school’s mission, values, and strategic priorities that sustains and grows revenues from all constituencies.

Essential Duties and Responsibilities:

- Provide leadership for, and manage all cultivation and fundraising activities of the school, including major gifts efforts, annual giving, endowment giving, planned giving, and all related events and activities to generate and increase revenue while meeting established fundraising goals and objectives.
- Identify and cultivate major donors, building and retaining key donor relationships.
- Provide leadership to an advancement staff of four, including establishing annual goals, providing regular performance reviews, and facilitating appropriate recognition.
- Lead the school in a comprehensive capital campaign.
- Maintain a portfolio of leadership donors to various funds, including the annual fund, capital projects, restricted scholarships, planned gifts, endowment gifts, and other special funding initiatives.
- Manage and develop the annual advancement and work plan: track and report results to the head of school, chief financial officer, and board of trustees regularly.
- Work collaboratively with the head of school, chief financial officer, board of trustees, and other school employees and volunteers to meet the comprehensive annual fundraising goals of the school. Identify, cultivate, solicit, and steward major donors and prospects to grow, strengthen and nurture the donor base.
- Serve as an ambassador and spokesperson for the school, and articulate its mission to external constituents.
- Strategize with colleagues, head of school, trustees, marketing/communications and volunteers on current and future initiatives within the advancement program.
- Collaborate with the office of enrollment management to help advance the collective work of both departments.
- Serve as the conduit for new fundraising initiatives as recommended by trustees, key administrators, and faculty.
- Model a leadership style that is open, supportive, collaborative, and respectful of all employees.
- Partner with the business office to accurately report and acknowledge all gifts in accordance with fundraising best practices while overseeing departmental budgets and necessary reporting.
- Assume other duties as required.

Knowledge, Skills and Abilities:

- Outstanding communicator
- A high level of integrity, warmth, confidence, and positive attitude
- Creative, independent, and strategic thinker



THE EXPERIENCE FOR A LIFETIME

- Outstanding management and communication skills and the ability to work with other Advancement Office team members and all levels of volunteers and staff at the school.
- Understanding of fundraising software and database management. Experience with Raiser’s Edge preferred.
- Ability to travel locally and nationally is required, as is evening and weekend work as necessary
- This position requires a valid driver’s license, vehicle and insurance
- Strong interpersonal skills; capable of using tact and diplomacy in dealing with others
- High level of maturity, confidentiality, and assertiveness
- Ability to work collaboratively with others and maintain positive professional relationships
- Excellent organizational skills with a strong degree of self- direction, motivation, and idea generation
- Ability to provide outstanding customer service
- Flexibility

Education and Experience:

- Bachelor’s Degree in a related field
- At least 10 years of fundraising experience, with an emphasis on creating strategy for meeting dollar and participation goals; significant experience working with volunteers
- Prior experience leading a team
- Experience with staff and board management, engagement, and development
- Past leadership experience representing an organization to external audiences
- Demonstrated success in developing and implementing effective fundraising strategies
- Experience in an educational or non-profit environment
- Experience leading a comprehensive campaign

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X



THE EXPERIENCE FOR A LIFETIME

Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.	X			
Lifting/pulling/pushing up to 5-25 lbs (i.e. boxes of books and mobile computer carts, etc.)	X			
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X

Working Conditions: Good working conditions in an office and school environment

Drug Free Workplace:

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.