



# LOUISVILLE HIGH SCHOOL

WOMEN WHO SHAPE THE WORLD

## DIRECTOR OF ADVANCEMENT

<b>Title:</b>	Director of Advancement
<b>Reports to:</b>	President
<b>Department:</b>	Advancement
<b>Job Classification:</b>	Full-time Exempt

### JOB SUMMARY:

The Director of Advancement is responsible for creating a vision and an integrated comprehensive strategic plan in the areas of fundraising, donor relations and stewardship, volunteer coordination, and data management that will result in the attainment of key revenue targets. The Director will continually foster collaboration and accountability by promoting teamwork, establishing individual quantitative goals, supporting all team members' efforts, and encouraging professional growth.

This role oversees and manages the performance of an Advancement Operations Associate, Events Manager, and Alumnae Relations/Annual Fund Manager.

### ESSENTIAL FUNCTIONS:

- Continue to develop the infrastructure necessary to support all Advancement Office efforts including database, event software, financial reporting, professional development, and working technology.
- Create and enact an annual Advancement strategic plan that is challenging yet attainable and is owned by all team members.
- Educate constituents in the forms of giving, the need for donor support, and the impact of gifts in order to nurture a culture of giving that will provide long-term sustainable funds for Louisville.
- Increase the Louisville Fund and Alumnae Scholarship Fund revenue and make contributions more predictable and repeatable.
- Actively build relationships and steward major donor prospects through communication, events, presentations, recognition, visits, and other forms of engagement.
- Advance long-range initiatives, rooted in the strategic plan, in partnership with the President, Administration and Board of Directors. This may include major gifts, planned giving, annual fund, grants, fundraising events, and a capital campaign.

- Build the Endowment with the long-term goal of generating income for the operating budget.
- Partner with the President on all Advancement efforts and special projects.
- Oversee Advancement Office communications, various media platforms, and events.
- Partner with leadership on overseeing school marketing efforts.
- Be an active, productive, and discerning voice on the President's Leaders Council.
- Play an active role in the development of strategic planning for the school as a whole.
- Grow volunteerism within the Louisville community to manage workload and build engagement.
- Attend all Board of Directors' meetings and keep them apprised of the Advancement Office's efforts, successes, needs, and goals.
- Oversee the production, marketing, and sales of Louisville spirit wear.
- Manage Advancement staff – lead weekly team meetings, set expectations, regularly assess and provide feedback on performance, and conduct formal reviews annually.

#### **QUALIFICATIONS:**

- Bachelor's degree in Communications, Business or related field
- Minimum of five years' work experience in advancement, development, fundraising and/or communications in a leadership role; preferably in an educational environment
- Excellent verbal and written communication skills to craft and consistently reinforce the messaging to all audiences
- Capacity to build and lead a team; mentor, promote growth, and build strong relationships with staff, board members, alumnae, benefactors, and foundations
- Demonstrated ability to plan and operate strategically, to build public support, to lead/inspire staff and the Board of Directors
- Experience in data analysis and segmentation to identify trends and behavioral patterns
- Strong initiative with the ability to handle multiple tasks simultaneously
- Exceptional organizational skills and attention to detail
- Proficiency with Microsoft Office and Google Suite
- Working knowledge of Blackbaud (including Raiser's Edge NXT database) *preferred*
- Ability to lift heavy objects (up to 25 lbs.)
- Must be able to work occasional night and weekend events

*The anticipated annual salary range that the school expects to pay for this position is between \$70,000 - \$110,000 depending on qualifications such as experience or education.*

*Interested candidates should send their cover letter and resume to [HR@louisvillehs.org](mailto:HR@louisvillehs.org). Please put the job title in the subject line.*