Position Opening: Director of Advancement
Type: Full-time Administrator
Application Deadline: Open until filled
Posting Date: September 14, 2017

Maumee Valley is the only secular, PS-12 independent school in northwest Ohio and boasts an accomplished and diverse student body, rigorous academic program, and impressive college profile.   A Maumee Valley education is Personal, Experiential, and Global.

DIRECTOR OF ADVANCEMENT

The successful candidate will be an outstanding leader who thinks strategically, communicates a clear and compelling case for support of the school's mission, follows up on details, and develops and fosters a team environment. The Director of Advancement will advance the mission and vision of MVCDS and work collaboratively with the Head of School, the Board Advancement Committee, and the senior administrative team. The goal of the Director of Advancement is to design programs of giving that attract the maximum gift support possible to the institution while engaging diverse audiences of stakeholders.

KEY RESPONSIBILITIES AND DUTIES

- Work as member of an administrative team with short- and long-term strategic planning and overall organization capacity-building activities
- Work closely with Head of School and Board Advancement Committee to develop and implement a comprehensive fundraising strategy
- Provide leadership, supervision, and management for staff assigned to Annual Fund, Planned Giving, Alumni Development, Development Operations, Special Events, and Capital fundraising
- Develop and implement annual performance measures to evaluate the effectiveness of all Advancement activities
- Implement a comprehensive development strategy that utilizes major gifts, Annual Fund, event sponsorship and underwriting, alumni relations, planned giving, and school fundraising events to successfully achieve revenue targets
- Effectively cultivate, solicit, and steward a portfolio of major gift prospects with the ability to make five- to seven-figure gifts in support of identified needs
- Build on existing stewardship program with alumni to develop and expand alumni relations and to expand the donor base and cultivate deeper ties
- Oversee Annual Fund drive to maximize revenue
- Oversee fundraising events to support school budget and build community
- Develop and expand Planned Giving program to increase endowment funds
- Anticipate and plan for fundraising in support of capital needs

- Work closely with the Director of Marketing to assist in the development of the school's marketing, fundraising, and collateral materials and to ensure all marketing and fundraising materials represent and enforce the school's vision and mission, and further enhance Maumee Valley's image and brand

QUALIFICATIONS
- Bachelor's degree required. Master's degree and CFRE preferred
- Independent school experience preferred
- Five+ years of experience in the nonprofit sector and in fundraising
- Proven success in directly soliciting and closing charitable gifts
- Strong interpersonal skills and ability to work with all the school's constituents while maintaining strict confidentiality
- Excellent verbal and written communication skills
- Familiarity with the local community
- Experience working with and motivating volunteers and staff members
- Outstanding knowledge of fundraising data software and database management software
- Passionate about working with a wide range of individuals from diverse backgrounds
- Strategic thinker
- Positive "can-do" attitude, flexible, attentive to detail, self-starter, possessing a drive to achieve results
- Demonstrated ability to lead a direct-report team with an emphasis on team development, skill building, and collaboration

Background check:
All Maumee Valley employees and volunteers must agree to a comprehensive background check.

HOW TO APPLY:
Please email your documents in PDF format to hr@mvcds.org. Documents needed: MVCDS Application, cover letter, resume, three written professional letters of reference, and a copy of college transcripts. Please use the title of the position in the subject line of your email.