



**Position: Associate Director, Parent Philanthropic Engagement**

**Type: Full-time staff**

**Reports directly to the Director of Advancement**

**Application Deadline: until filled**

Maumee Valley Country Day School is a secular, PS-12th grade independent school in northwest Ohio that boasts an accomplished and diverse student body, rigorous academic program, and an impressive college profile. Maumee Valley Country Day School's mission is to enable students to become enlightened, compassionate and contributing citizens of our global community while preparing graduates for their best opportunities in higher education. Maumee Valley's long-standing commitment to experiential education remains a hallmark of a student's experience, where each student is guided through a personal journey carefully constructed in partnership with faculty advisors. Students come from all walks of life and all over the world where diverse learners, voices, stories, and experiences are heard in order to empower and educate our community members.

Maumee Valley Country Day School creates an environment in which all students and employees feel safe, respected, and able to grow. All employees must:

- Fully embrace [MV's mission](#), the [MV2020 Vision](#), and the [portrait of an MV graduate](#)
- [Recognize and embrace diversity](#)
- Place student needs at the center the work
- Work collaboratively
- Be resourceful and innovative
- Communicate effectively

Maumee Valley Country Day School is seeking an Associate Director of Parent Philanthropic Engagement, a new 12-month, full-time position. The responsibilities of this position involve serving as the chief engagement officer and relationship-based fundraiser for the parent community. Working in conjunction with the Director of Advancement, this position will coordinate the overall parent program focusing on creating strategies designed to further develop connections, relationships, and engagement of the current and alumni parent community with the school and each other, raise annual giving revenue, broaden the base of support, retain and upgrade donors through appropriate stewardship, and strengthen the major gift pipeline.

#### **Essential Functions**

- Develop a general working knowledge of MVCDS, including an understanding of funding priorities and opportunities to articulate a compelling case for support.
- Develop a plan to create and sustain a culture of philanthropy among the parent community.

- Manage engagement, outreach, and communication to the parent community at large (current and past, domestic and international).
- Identify, cultivate, solicit, and steward gifts from prospects and donors in a portfolio, meeting or exceeding annual goals set in coordination with the Director of Advancement, including annual visits and dollars raised.
- Assist in managing strategies designed to acquire, retain, and upgrade the number of leadership donors.
- Serve as staff liaison for the Parents Association and Boosters Club, providing strategic direction, purpose, guidance, support, and managing communications.
- Actively participate in the school's prospect management system to ensure that communications and interactions move donor relationships forward.
- Utilize Raiser's Edge and NXT software to prepare reports and queries, briefing materials, correspondence, proposals, statistics, and related documents for cultivation and solicitation of prospects and donors.
- Develop, oversee, coordinate, and assist with the planning of events intended to engage the parent community.
- Support fundraising and donor stewardship events.
- Assist in creating digital stewardship and solicitation communications (email marketing, social media etc.) as part of an annual strategy to engage, solicit, and enhance the engagement and donor experience of the parent community.
- Develop a strategy to continually maintain up-to-date contact information for alumni parents and grandparents.
- Serve as a conduit to engage and connect parents with students through opportunities such as intensives and other initiatives.

### **Qualifications**

- A minimum of three to five years of related experience.
- Demonstrated ability to cultivate strong, trusted professional relationships and partnerships.
- Demonstrated experience with maintaining confidentiality, exercising tact, and being discreet.
- Excellent interpersonal skills to engage and connect with a diverse community.
- Excellent writing and editing skills with a demonstrated ability to write clearly and persuasively.
- Verified success in managing and leading volunteers around focused goals.
- An openness and ease with direct solicitation.
- Ability to set priorities, maintain a high level of attention, organization, and resourcefulness.
- Self-driven with a creative, goal-oriented mind and a demonstrated ability to work collaboratively in a team environment.
- Ability and willingness to occasionally work evenings and weekends, as well as travel.

### **Background check:**

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