



Andrews Osborne ACADEMY

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DIRECTOR OF DEVELOPMENT

Appointment: Full-time
Reports to: Head of School

Andrews Osborne Academy is seeking an experienced Director of Development for the 2019-2020 school year.

Work Environment:

Andrews Osborne Academy (AOA) is an independent, coeducational, college preparatory day (PK to grade 12) and boarding (grades 7-12) school located in Willoughby, OH. Our Academy offers early childhood, elementary, middle and secondary education to committed students in a multicultural setting. AOA is known throughout the region for offering a community built upon deep and meaningful relationships between and among teachers, students, families, and staff, and for developing a superlative educational paradigm. That paradigm is invested in two deeply held beliefs - that students need to think critically AND creatively, and, that knowledge is deepened through plurality. An AOA education empowers students to develop into empathic and caring global citizens capable of leading the way into a dynamic future.

Duties and Responsibilities:

The Director of Development reports to the Head of School with whom he/she consults on a regular basis. Primary responsibilities of the Development Director include overseeing all aspects of donor identification, cultivation and recognition as well as conducting the Annual Fund.

General duties and responsibilities also include but are not restricted to the following:

- Serve as a member of the School's Leadership Team
- Oversee all fundraising activities
- Work collaboratively with the Marketing Team
- Recruit, hire, supervise and evaluate development personnel
- Research, design, organize and execute major fundraising appeals, events, and explore alternative revenue streams (corporate partnerships, grant proposals) to help ensure the financial stability of the school
- Support the Head of School in capital campaign or major fundraising efforts
- Build relationship with alumni, current student families, and local, corporate and philanthropic communities



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- Supervise the efficient use of the Raiser's Edge database, gift reporting, acknowledgements, accounting and data sharing
- In coordination with Marketing Director, create quality promotional mailing pieces for annual fund and other fundraising events
- Provide content for annual report
- Prepare and manage the operating budget for the Development Department
- Be visible and involved in civic and community organizations and events
- Perform other duties as assigned by the Head of School where necessary

Qualifications:

- Significant experience in development within an educational setting
- Experience with and knowledge of Raiser's Edge software
- A collaborative personality
- Fearlessness
- Bachelor's degree or higher

Salary: In line with other independent schools and commensurate with experience

Contact Info:

Resumes and letters of interest should be sent directly to Laura Hehr at lhehr@andrewsosborne.org. No phone inquiries please.

Andrews Osborne Academy is an equal opportunity employer committed to cultural diversity in our workforce.

www.andrewsosborne.org