



**DIRECTOR OF ADVANCEMENT
JOB POSTING**

DEPARTMENT: Advancement **FLSA Status:** Exempt
REPORTS TO: Head of School
POSTING DATES: February 5, 2020 - February 25, 2020

POSITION SUMMARY:

The Director of Advancement is responsible for planning, organizing, and directing all of Hathaway Brown School's (HB) fundraising stewardship including the major gifts program, annual giving, planned giving, special events, and capital campaigns. The Director of Advancement will provide visionary leadership to the development and constituent relations (parents, grandparent, alumnae parents, alumnae and friends) and programs in support of the school's mission, vision, and goals.

The Director is a member of the senior leadership team who reports to and is in close partnership with The Head of School. The Director of Advancement also collaborates closely with the Board of Trustees to lead development and fundraising endeavors.

Key Initiatives

- Oversee the successful completion of the Lighting the Way campaign slated to run through 2023
- Grow and enhance the school's annual fund, which currently raises over \$1.8 million
- Develop and staff a strong and cohesive Advancement team and Advancement Committee of the Board of Trustees
- Work closely with Admissions, Communications, and Business offices
- Work closely with the Head of School

DUTIES AND RESPONSIBILITIES:

- Provide support to the Head of School in fulfilling Advancement responsibilities
- Total management responsibility for a team of approximately eight Advancement team members, including disbursement of duties and annual performance reviews
- Develop and execute annual fundraising plans including the annual giving program, oversee grant writing, gift recognition, database/tracking systems, and stewardship/reporting
- Sustain and enhance current Advancement relationships with both foundations and individual givers, and conduct prospect research
- Meet prospective donors and supporters on a continual basis to establish effective communication with them
- Grow the major gifts program including identification, cultivation and solicitation of major donors
- Build the planned giving program with a focus on deferred gifts, such as bequest expectancies
- Coordinate fundraising special events
- Enhance the school environment by serving as an active and visible community member engaging in the life of the school
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE

Hathaway Brown seeks a Director of Advancement who possesses the proven leadership, communication, and interpersonal skills to help the school maintain its commitment to rising boldly to the challenges of our times. The school seeks a candidate who leads with energy, vision, and drive. The following qualities will be welcomed:

- Minimum of a bachelor's degree and at least seven years of leadership fundraising experience including campaign planning and management
- Thorough grasp of the current trends in Advancement and issues facing independent schools
- A decisive and collaborative leader who is also a highly professional team player, with a strong sense of integrity and desire to work effectively with colleagues, volunteers, and boards
- A proven record in fundraising, communication, and alumnae engagement
- A firm believer in single-sex education and the core values of Hathaway Brown
- Contributor to the overall strategic planning and accreditation of Hathaway Brown
- Excellent communication skills, both oral and written

An equal opportunity employer, Hathaway Brown believes that a multicultural perspective is an essential element of a 21st century education, and values diversity in its student body, faculty and staff. Compensation and opportunities for professional growth are exceptional.

Hathaway Brown is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. The representation and full engagement of the diverse points of view of individuals with varied life experiences is a source of strength and wisdom that enriches the learning environment and fuels innovation and growth, particularly as students are prepared for lives of strong character, public service, and leadership.

Interested candidates should email your resume and cover letter to hrstaffing-adv@hb.edu

Hathaway Brown School, HR-DA
19600 North Park Boulevard, Shaker Heights, Ohio 44122
Visit us at www.hb.edu for more information

Equal Opportunity Employer