Position Opening: **Director of Advancement**
Type: Full-Time Administrator (260 days paid over 12 months)
Application Deadline: Open until filled
Start Date: **August 9, 2023, or as soon as available.**

Maumee Valley Country Day School is seeking an inspirational leader who is authentic, collaborative, and community-oriented. The successful candidate will be an outstanding leader who thinks strategically, communicates a clear and compelling case for support of the school’s mission, possesses exceptional attention to detail, has significant fundraising experience, and develops and fosters a team environment. The Director of Advancement will design programs of giving that attract the maximum gift support possible to the institution while engaging diverse audiences of stakeholders. The Director of Advancement will advance the mission of the school and work collaboratively with the Head of School, the Board Development Committee, and the senior leadership team.

This position reports to the Head of School and collaborates closely with the entire community, both internal and external, to promote and support Maumee Valley’s unique programs, incredible faculty and staff, and to ensure the fiscal health of the endowment and school. As a full-time faculty member, the position offers all benefits afforded to full-time employees, including but not limited to, comprehensive health benefits, generous retirement program, paid life insurance, tuition remission, and paid time off as well as professional development.

**DIRECTOR OF ADVANCEMENT**

**KEY RESPONSIBILITIES AND DUTIES**

- Meet performance goals established as part of the annual budget planning process or as the result of organizational planning
- Actively engage in personal and professional work in support of the school’s diversity, equity, and inclusion initiatives
- Perform other duties and responsibilities as assigned by the supervisor
- Work as member of the senior leadership team with short- and long-term strategic planning and overall organization capacity-building activities
- Work closely with Head of School and Board Development 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 uses 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

SKILLS AND COMPETENCIES
● 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

CREDENTIALS
● Bachelor’s degree required. Master’s degree and CFRE preferred
● Independent school experience preferred
● Five-plus years of experience in the nonprofit sector and in fundraising

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

Equal Employment Opportunity
We are dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race, color, religion, sex, national origin, age, ability, sexual orientation, gender identity or expression, military status, veteran status, ancestry, or citizenship, in accordance with applicable laws. In addition, we comply with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training. We value a diverse workforce.
Any employee who believes they have been discriminated against may discuss this with their supervisor or the Head of School.

HOW TO APPLY:

1. Complete this 8-10 minute survey:  [https://go.apply.ci/s/E2UrzEp33W](https://go.apply.ci/s/E2UrzEp33W)
2. Email your documents in PDF format to  [hr@mvcds.org](mailto:hr@mvcds.org).
   a. Documents needed:
      i. MVCDS Application
      ii. cover letter, resume
      iii. three written professional letters of reference
      iv. copy of college transcripts.
   b. Please use the title of the position in the subject line of your email.

About MVCDS

At Maumee Valley Country Day School, children dream, explore, and cultivate their passions and strengths. Our faculty and staff do the same. We are more than a school and more than a group of people—we are a community of lifelong learners who inspire joy. As the only PK-12 independent school in northwest Ohio, we support an accomplished and diverse student body within a progressive academic program.

A Maumee Valley education is Personal, Experiential, and Global—it is a journey of discovery and of action that defines each child’s learning experience. Through an intentionally crafted curriculum including active lessons as well as serendipitous explorations, a Maumee Valley education launches children toward the investigation of the world and helps them find their place in it. With our students at the center of our decision-making, we aspire to seek understanding, grow in our compassion and empathy, and adapt to the ever-changing world our students will one day lead. Maumee Valley is grounded in our Mission, Vision, Portrait of an MV Educator, Portrait of an MV Graduate, and commitment to Diversity, Equity, and Inclusion.

We believe in collaboration, innovation, and the power of community.