



Position Title: Advancement Director

FLSA Classification: Exempt

Reports To: Head of School

Hours: Full-Time: 8:00 a.m.–5:00 p.m. Monday–Friday

Summary

The Post Oak School is seeking an experienced and forward-thinking Advancement Director who will be responsible for designing and implementing comprehensive institutional advancement programs with the goal of increasing constituent involvement and fundraising outcomes. The Advancement Director works closely with the Head of the School and the Chief Financial Officer to help lead the strategic advancement of the school's mission. The position's primary role centers on institutional fundraising, donor cultivation, prospect development, solicitation, and stewardship. The Advancement Director also works with the Marketing and Communications Director and the Admissions Director to build a strong culture of philanthropy and establish robust connections with alumni, parents, donors, and the broader community.

Qualifying Characteristics

The ideal candidate will have demonstrated success in fundraising management positions overseeing a comprehensive advancement program, and will possess:

- A thorough understanding of not-for-profit fundraising systems and knowledge of all aspects of a comprehensive fundraising program including annual, major and planned gifts, endowment, corporate and foundation giving, special events, development office management systems and finance
- Demonstrated understanding of major gift fundraising principles and practice
- Demonstrated success with the launching, implementation, and completion of capital campaigns
- Experience working with senior leadership, key volunteers, and Boards of Trustees
- Exceptional communication and presentation skills and the ability to articulate the mission of the school effectively to school representatives, parents, students, alumni, donors, and representatives from the business community
- Experience handling difficult donor-related issues/questions

Essential Job Duties

Leadership

- Works with the Head of School and the CFO to develop strategies to initiate and meet fundraising goals
- Develops fundraising training for parent and alumni leadership volunteers
- Assumes responsibility for all Development reports to the Board and is a member of relevant committees of the Board
- Assists in the short and long-term strategic planning activities to create and implement advancement goals and objectives
- Assists the Head of School in communicating with various constituent groups of the school
- Collaborates with the Admissions Director and Marketing and Communications Director to develop strategies to maximize enrollment and positive public exposure for the school
- Works closely with the Marketing and Communications Director and Admissions Director to identify strategic advancement initiatives and plans for implementation
- Works collaboratively with members of the Administrative team to advance strategic priorities of the school and includes members of the Administrative team in fundraising efforts when appropriate
- Provides leadership support and works to develop collaborative relationships with the alumni and the Post Oak Parents Association (POPA)
- Acts as a key spokesperson on behalf of the school and builds relationships both with school constituents and in the community
- Manages and supervises volunteers as necessary

Enhancing Donor Relations and Maximizing Gift Revenue

- Designs and oversees any capital campaign or major gifts campaign initiated by the school
- Designs and oversees the implementation of annual and multi-year fundraising strategies that align with the school's Board-approved strategic plan
- Ensures effective execution of fundraising strategies through individual donor relationship management, grant writing, social media, and special events
- Builds a robust individual donor program, maintaining and expanding the school's existing relationships as well as cultivating new ones with parents, alumni, and other constituencies in support of fundraising goals
- Identifies, cultivates, solicits, and stewards major and planned gift donors and prospects including individuals, corporations, and foundations through visits and other forms of personal contact
- Researches, writes, edits, or oversees the preparation of persuasive and accurate solicitations, proposals, case statements, reports, correspondence, and other advancement-related communication materials in support of the school's fundraising activities

- Expands the current culture of engagement and philanthropy by educating the school community on the importance of volunteerism and philanthropy
- Has overall responsibility for the successful planning, implementation, and evaluation of alumni relations

Development Office Infrastructure

- Develops and manages the annual budget for the Development Office
- Leads and manages a team of staff members responsible for major gifts, planned giving, the Annual Fund, grant writing, alumni relations, special events, and database administration
- Mentors, guides, evaluates, and collaborates with Advancement staff members, including setting clear goals, providing regular feedback, and encouraging open and ongoing communication both within the office and with other key departments
- Manages and oversees all development support activities, including managing and maintaining the database, preparing correspondence and reports, and creating and managing the annual calendar of events and deliverable outcomes

Core Qualifications

- Bachelor's degree in Business or a related field required
- Seven years of experience in leadership/management in a successful Development Office
- Independent school experience preferred
- Exceptional written and oral communication skills
- Strong prioritization and multitasking abilities
- Actions and values that align with the school's mission and culture
- Strong desire to collaborate with colleagues and other school community members
- Strong interpersonal skills and the ability to work with a diverse group of people
- Proficiency with Microsoft Office applications (Word, PowerPoint, Outlook) and various donor software
- Self-motivated with excellent time management skills

Physical Requirements and Work Environment

Regularly sit, talk, and listen

Regularly uses close and distance vision

The Post Oak School is an equal opportunity employer

The Post Oak School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, nationality or ethnic origin with regard to hiring, admission or in the administration of any of its programs.

To learn more and apply, [visit the Post Oak School website](#).