



JOB POSTING

JOB TITLE: Advancement Director
REPORTS TO: Head of School
FLSA STATUS: Exempt
SALARY RANGE: \$65,000 – 74,000, based on credentials and experience
WORK SCHEDULE: Regular Main Office business hours (M-F 8-4:30) and as needed
HOURS PER WEEK: Full Time

JOB SUMMARY:

The Director of Advancement reports directly to the Head of School as a member of the executive leadership team and is responsible for providing leadership to developing and maintaining external-facing our relationships and maintaining a strong institutional brand in our market and region. The Director is also responsible for the development and attainment of fundraising goals, establishing budgets and overseeing fundraising campaigns for the school. The key areas of responsibility within the Advancement Office are development, including major gifts and annual fund fundraising, marketing and communications, and alumni services. The Director will work with the Head of School, who is the Chief Fundraiser, and will also directly work assigned significant donor contacts for cultivation, solicitation and stewardship. The Advancement Office oversees all fundraising, donor recognition and alumni events for the school. Ensures and assists the Marketing and Communications functions to serve the internal and external needs for communications, production of high quality publications and print materials, and all official messaging and communications to external audiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Will work with the Head of School and Finance Director to establish departmental budgets and fundraising revenue goals and budgets for the school and all schools and will be responsible for the management of those budgets, regular assessment of the cost-effectiveness of the department and achieving agreed upon donations revenue budgets. Provides regular reporting of progress towards goals and any Key Performance Indicators established for internal or board tracking of performance.
- Will work with and coordinate the efforts of the Head of School, the Chief Fundraiser, and provide leadership to the Development staff, potentially including major gift officers, annual fund coordinator, events coordinator and related support staff to implement an annual development plan and sustain a high performing development program. Will act as a model and teammate for other development staff and serve as a resource for developing effective prospect strategies, execution of moves, closing with prospects, and stewardship. Will provide direct relationship support to a designated list of 50-100 donors and make regular donor visits or meaningful touches to assigned contacts, with occasional travel for meetings with high-level prospects as needed.
- Remains abreast of current best practices in advancement, development and donor/alumni management through active participation in professional organizations and collaboration and seeks to integrate best practices in a continuous improvement cycle.
- Recommends policy changes or creation related to the work of the Advancement Office to the Head of School and ensures compliance with all policies and procedures within the Advancement Office. Ensures compliance with laws and external regulations regarding fundraising and development activities.

- Provide leadership, management, and coordination of the school's Marketing and Communications Department and work with the Director of Marketing and Communications to ensure the development of a comprehensive marketing campaign for lead generation in support of admissions goals. Monitor the effectiveness of our marketing channels and initiatives and other external communications to ensure focus and alignment.
- Provides oversight of the planning and coordination of special events for fundraising purposes or that promote relations with students, parents, alumni, and donors for the school.
- Will work with the Head of School in directing and monitoring the attainment of the priorities and goals in the strategic plan and assist in providing leadership to those planning efforts.
- Establishes and maintains productive relationships with foundations and the private and corporate business community to seek opportunities to solicit for funding support or apply for grants.

QUALIFICATIONS:

- Bachelor's degree required, master's preferred; Certified Fund Raising Executive (CFRE) is desirable
- Minimum of 7 years of progressively responsible experience with development and fundraising efforts, preferably in an educational environment, with demonstrated ability to design and implement effective cultivation, solicitation and stewardship strategies for individual giving
- Working knowledge of the various vehicles for planned gifts development and legal and procedural requirements associated with each
- Proven management success in an outcomes-oriented environment; successful senior leadership experience in a comprehensive/capital campaign is desirable.
- Ability to demonstrate an understanding of cultural differences and cultural adjustment to work effectively with diverse populations
- Superior interpersonal skills; demonstrated ability to build and maintain relationships with high net worth individuals as well as new and old supporters and alum and to maintain confidentiality.
- Excellent communication, organizational, and motivational skills with the ability to speak clearly and credibly about college preparatory, Lutheran/Christian high school education and the vision, message and aspirations of the Association and each school
- Ability to maintain a flexible schedule including weekends, weeknights, and weekends
- Proficiency general donor information and CRM systems (experience with Donor Snap is highly desirable), Microsoft Word, Excel, and PowerPoint
- Fully accepts our belief statement and actively exhibits these Christian values and behavior in all they say and do, agreeing to limit their personal expression to remain in alignment with the schools stated religious beliefs and according to our agreement with The Lutheran Church – Missouri Synod under which we are a Recognized Service Organization.
- Must be a member of and in regular attendance at a Christian congregation, a Lutheran church preferred

Interested candidates should submit Application for Employment (www.rockfordlutheran.org/employment) along with a cover letter and resume via email to hr@rockfordlutheran.org.