Director of Institutional Advancement

The Arkansas School for Mathematics, Sciences, and the Arts (ASMSA), a campus of the University of Arkansas System, invites applications from highly qualified candidates for a twelve-month, full-time opening as Director of Institutional Advancement beginning no later than January 1, 2022. The position also serves as a member of the Administrative Council and reports to the Director of ASMSA.

In brief, ASMSA is tasked with providing extraordinary opportunities for a diverse group of students. Established by the General Assembly in 1991 as a public, residential high school to serve talented and motivated Arkansas juniors and seniors from throughout the state as a school of choice, ASMSA—located in historic downtown Hot Springs and adjacent to Hot Springs National Park—is one of only 15 public, residential high schools in the United States focusing on advanced educational experiences in science, technology, engineering and mathematics as well as the arts. ASMSA offers more than 60 courses for college credit, and all students earn an average of 50 hours of college credit while finishing high school. Graduates achieve an average ACT composite score of 30. Newsweek, The Daily Beast, and The Washington Post have ranked ASMSA among the nation’s top high schools over the past five years. The ASMSA Foundation is a subsidiary fund of The University of Arkansas Foundation, Inc., and has experienced substantial growth in annual giving in recent years.

The Director of Institutional Advancement has the overall responsibility for leading the philanthropy and advancement program, including all activities related to that process. This responsibility includes working closely with a wide array of external stakeholders, including industry leaders, alumni, parents, community members, legislators, foundations, civic groups, and the ASMSA Foundation Fund Board of Ambassadors. The position supervises effective fundraising campaigns that include major gifts, annual giving, online giving, capital campaigns and provides oversight for donor relations, stewardship, and records management.

The successful candidate should have substantial experience working with unique secondary programs, higher education institutions, or non-profit organizations. Applicants must demonstrate success in fundraising to support the scope of an institution’s mission.

A Master’s degree in public administration, communication, marketing, business, education, or a related field or the ability to demonstrate prior experience similar with the position is preferred.

Candidate must be a US citizen or legal permanent resident.

Visit www.asmsa.org/employment-opportunities for institutional and application information.

Review of applications will commence immediately and continue until the position has been filled. The salary range is $70,000-$80,000.

ASMSA is an AA/EOE employer.