

## **The Archer School for Girls**

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**Position:** Director of Advancement

**Summary:** The Director of Advancement reports directly to the Head of School and works closely with both the Head of School and the Advancement Committee of the Board of Trustees. The Director of Advancement supervises a staff of three or more to provide leadership for the School's Advancement initiatives in building a strong culture of engagement and philanthropy throughout the School and extended community.

The primary goals of the role are to design and lead programs of giving that attract the maximum support possible to the institution and tell the unique story of Archer by showcasing our high-level teaching and learning and our innovative approach to an all-girls education. The Director of Advancement plays a key role on the Senior Administrative team as well as supervises and supports the Advancement office staff.

**Salary Range:** \$170,000-\$190,000.

### **Nature & Scope of Duties:**

The Director of Advancement will:

- Establish and execute forward-thinking strategic advancement activities that optimally grow philanthropic support.
- Oversee all aspects of the Advancement program, including fundraising, leading the annual giving program, capital campaign, soliciting corporate and foundation proposals, creating a strong alumnae association, and special events which help advance the School.
- Nurture and maintain a highly collaborative relationship with the Head of School, senior administrators and members of the Board of Trustees, supporting them in all their fundraising responsibilities and accompanying them on donor visits when appropriate.
- Personally solicit donors.
- Stay up to date on current philanthropy trends and emerging opportunities and make strategic recommendations as relevant for Advancement initiatives.

And will lead a team to:

- Identify, research, and spearhead the implementation of a diverse and multifaceted fundraising program to support the School's strategic vision, cultivating a culture of philanthropy and gratitude across all constituencies and socioeconomic strata.
- Develop fundraising-related materials to expand and enhance the School's visibility and reputation.
- Identify corporate and foundation funding opportunities and submit grant applications.
- Strengthen relationships with the School's alumnae and further develop alumnae programming.
- Enhance existing relationships while building new relationships, systems, and programs that further tap into the generosity and resources of the community.
- Maintain a database of all contributors and provide Advancement reports as required.
- Manage the Advancement budget.
- Oversee the School's volunteerism and parent association group efforts.

### **Key Skills and Qualifications:**

- Personable and adaptable enough to work with all the school's constituents including a variety of people and personality types.

- Discrete, can maintain strict confidentiality
- Strategic with a visionary style
- Committed to leadership, innovation, and professional development
- Excellent communicator
- Highly competent with fundraising database management software
- Flexible problem-solver
- Familiar with the local community
- Self-confident, enthusiastic, and collaborative
- Passionate about working in an all-girls learning community
- Playful with a sense of humor
- Responsive to fast-paced environment and able to meet deadlines

**Required Education & Experience:**

- Bachelor's degree
- 5+ years of experience in the nonprofit sector and in fundraising
- Independent school experience preferred
- Proven success in directly soliciting and closing charitable gifts
- Experience working with and motivating volunteers and staff members
- Pluses include experience with capital fundraising, master's degree and CFRE.

The Archer School for Girls is an educational community that supports and challenges young women to discover their passions and realize their true potential. Beyond competitive pay and benefits, employees enjoy working in a collegial, growth-oriented, and joyful community. We seek employees who will contribute to an equitable and just learning environment. Integral to its mission, Archer has remained passionately committed to cultivating a diverse and inclusive community where all students can thrive personally and academically. To learn more about the School, visit [www.archer.org](http://www.archer.org).

**To apply, please email resume and cover letter to [archerjob@netzelgrigsby.com](mailto:archerjob@netzelgrigsby.com).**  
This position is full-time and starts in August 2021.

*No phone calls, please. The Archer School for Girls is an Equal Opportunity Employer.*