



Le Jardin is seeking a full time Director of Advancement. Applicants must be authorized to work in the United States. Please send resume and cover letter to human.resources@lejardinacademy.org No phone calls, please.

Le Jardin Academy, located in Kailua, HI, is an International Baccalaureate World School offering students a world-class education from pre-kindergarten to twelfth grade. Founded in 1961, Le Jardin Academy now serves students across two campuses. Its graduates attend the best universities across the world and are equipped to serve in whatever community they reside.

Job Summary: Le Jardin Academy Director of Advancement is responsible for designing and implementing comprehensive advancement programs, including annual fund, corporate and foundation relations, major gifts and gift planning, endowment, capital campaigns, and alumni and constituent relations efforts, while aligning the School's internal and external communications to best support the mission, vision, and strategic plan.

Duties and Responsibilities:

- Oversee all aspects of the development program, including fundraising, leading the annual giving program, guiding any future capital campaigns, soliciting corporate and foundation proposals; creating a strong alumni association, and coordinating special development events.
- Provide strategy, guidance, and oversight for Fundraising/Development, Alumni Relations, Communications & Marketing, and Advancement Services.
- Serve as a member of the management team; maintain close working relationships with members of the Board of Directors, school leadership, faculty/staff, and community members.
- Participate in strategic discussions and develop programs to strengthen the financial resources of the School.
- Create and execute development plans that utilize best practices in annual, major, and planned gift programs to meet fundraising goals.
- Work closely with the Head of School in all phases of his/her advancement and campaign leadership activities.
- Maintain a dynamic portfolio of major gift prospects in all phases of qualification, cultivation, solicitation, and stewardship.
- Execute functions of the existing strategic plan and create future campaign initiatives in support of a future campaign.
- Working with direct reports, develop annual plans and budgets for Alumni Relations, Annual Fund, Development, and Capital Campaign.
- Serve as the staff liaison for the Advancement Committee of the Board of Directors.

- Direct, coach, evaluate and inspire staff (currently 4 FTE's) toward accountable, goal-oriented outcomes.
- Provide leadership to constituent relations programs in the areas of alumni relations, parent relations, and other key constituent relations.
- Maintain cooperative working relationships with faculty and campus departments whose cooperation is essential to effective development programs.
- Devise effective internal and external messaging and methods of communication in collaboration with the Associate Director of Communications.
- Serve as an exemplary advocate for Le Jardin in the community and build relationships that closely link the community with the School.
- Be active and involved in the advancement profession and keep Le Jardin visible among peer institutions on locally and globally.
- Other duties as assigned by the Head of School.

Knowledge, Skills, and Abilities:

The successful candidate will display a record of leadership and accomplishment in the field of development with a proven track record of fundraising success, especially with campaign planning/execution and in major gift solicitations. Strong organizational, supervisory, and leadership capabilities are required. Exemplary interpersonal skills are essential as is the ability to affect favorably sophisticated volunteers and donors.

- The successful candidate will display a personal commitment to the mission of Le Jardin Academy.

Education and Experience:

- A bachelor's degree is required, Master's degree preferred
- A minimum of five years of experience as a senior level advancement professional, preferably in education, is required.
- Experience working with and motivating volunteers and staff members
- The ability to work effectively with many constituencies in an independent school environment should be evident.
- Other important characteristics include a strong work ethic, personal integrity, excellent communication skills, strategic thinking, and planning skills.
- Evidence of a commitment to lifelong learning and professional growth is appreciated.