

Director of Advancement & Alumnae Relations

La Pietra – Hawai'i School for Girls seeks a highly motivated and organized individual to lead its institutional advancement efforts, thereby helping to bring the school to the next phase of its evolution. The ideal candidate will be personable and experienced, and able to produce results throughout the range of development activities while working in a small organization without an extensive support staff.

Essential qualifications:

- Bachelor's degree or equivalent in related field; 3-5 years in non-profit fundraising; or equivalent combination of education and experience
- Evidence demonstrating a successful track record in major gift stewardship and grant writing
- Fluency with office software applications including spreadsheets, mail merges, and databases to manage donor records.
- Evidence demonstrating ability to manage multiple projects simultaneously
- Evidence demonstrating excellent interpersonal, organizational, and communication skills, including impeccable writing and excellent customer service.
- Evidence demonstrating a successful track record of working efficiently and accurately, with an orientation to detail while maintaining standards of confidentiality, good judgment and discretion
- Evidence demonstrating a successful track record as a positive, charismatic adult presence in the lives of young people, with an awareness of the role boundaries of adult school employee, parent, and student
- Evidence demonstrating a successful track record as a positive, productive colleague in working with other adults in a school or other workplace setting
- Understanding and appreciation of the culture, history, and diversity of Hawai'i
- Understanding and appreciation of single-gender school contexts
- A personal demeanor that demonstrates empathy, industriousness, and kindness
- Valid driver's license

Duties and Responsibilities:

ADVANCEMENT

- In collaboration with Head of School, administration, and Advancement committee of Board of Trustees, provide leadership, analysis, goal-setting, and strategic planning for the institution's advancement efforts
- Develop and execute a program designed to attract maximum gift support, including annual fund solicitation; planned giving programs; corporate and foundation proposals as well as follow-up and planning for major capital gifts
- Develop a program of research into and an action plan for solicitation of the school's key prospects
- Identify and submit applications for grants suited to the institution's advancement goals
- Plan and execute Annual Fund campaign
- Plan and execute fundraising events, including flagship events Sunset Jazz and HOOPLA



RAISING WOMEN **OF PURPOSE** | **ON PURPOSE**

- Serve as liaison to Advancement Committee of the Board
- Oversee processing of all gift income for the purpose of providing receipts and donor acknowledgment letters, and the maintenance of donor records in a timely manner
- Generate content for various media such as school magazine, social media and newsletters to cultivate internal and external awareness of the school
- Co-produce school's annual report, including writing copy and reviewing content for accuracy.
- Develop and maintain an advancement infrastructure that meets the needs of the institution and donors
- Develop and implement technology-based efficiencies in fundraising process
- Evaluate and report on the overall fundraising program

ALUMNAE AFFAIRS

- Develop a variety of ways to communicate with alumnae, including internet-based media
- Plan, organize and implement alumnae receptions, reunions or other special events
- Work with the Communications Coordinator regarding alumnae publications
- Research and profile the lives of alumnae
- Maintain and expand the class representative program
- Serve as liaison between alumnae and school; serve as point of contact for Alumnae Association

OTHER DUTIES

- Event Coordination: Organize, facilitate, manage, and follow-up for the following on behalf of the School, including but not limited to: admissions-related events; special public events; and Parent Faculty Association events. Assist with the logistical setup of events. Solicit and coordinate volunteer efforts to execute school's advancement events successfully
- Other duties as assigned

To be considered, interested applicants should submit a cover letter, resume, and an employment application to Dawn Ijiri, Executive Assistant, via email to: dijiri@lapietra.edu or via postal mail to: 2933 Poni Moi Rd., Honolulu, HI 96815.

About the School:

Founded in 1964, La Pietra – Hawaii School for Girls is a secular independent day school enrolling approximately 160 girls in grades 6-12. The campus is located in Honolulu, Hawai'i, at the foot of Diamond Head state monument, on the grounds of an estate modeled after an Italian villa, and approximately one quarter mile from Waikiki beach. The school is in the process of refining its academic and extra-curricular program to incorporate the notion of 'educating for purpose,' keeping the student experience as the primary metric of success. To that end, the school is incorporating the RULER socio-emotional learning program, and is a member of the Mastery Transcript Consortium.