



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Position: Director of Institutional Advancement
Reports to: Head of School
Type: Regular, full time, exempt, salaried

Position Overview

The Director of Institutional Advancement provides leadership and strategic thinking for the advancement and growth of St. Andrew's Schools (SAS). The Director builds awareness and support for the school's mission and orchestrates a range of activities that cultivate lasting relationships with our alumnae, parents, parents of alumnae, community members, foundations, donors, and friends.

In generating a culture of philanthropy that supports the school's educational program and assets, the Director interacts with a range of stakeholders including the Head of School, Board of Trustees, school administrators and directors, faculty, staff, parents, Parent Teacher Fellowship (PTF), alumnae, donors, community and business leaders, and foundations. The Director of Institutional Advancement reports directly to the Head of School and is a member of the SAS Administrative Leadership Team.

The Director of Institutional Advancement will embody St. Andrew's Schools' vision, mission, values, and professional behaviors.

Essential Duties

Strategy

- Work with the Head of School, Leadership Team, and Board of Trustees (BOT) Advancement Committee in strategic planning to advance and sustain institutional goals, programs, endowments, and assets.
- Collaborate with the Head of School and BOT Advancement Committee to develop strategies to meet fundraising goals and identify, cultivate, and steward relationships with individual, foundation, and corporate donors.
- Create, organize, and coordinate annual, capital, endowment, and legacy giving campaigns; special events; and alumnae events to leverage opportunities for giving. Implement, monitor, and report on the progress of campaigns.
- Generate an annual giving report and monitor year-over-year institutional progress.
- Stay abreast of fundraising research, trends, and benchmarks to position SAS at the forefront.

Fundraising Campaigns

- Design fundraising campaigns to expand and diversify the donor pool to both meet and advance institutional needs.
- Research grant opportunities, write proposals, secure funds, negotiate grant contracts, monitor project progress, and coordinate and submit grant reports.

- Work with the BOT Advancement Committee to organize and implement special fundraising events such as the annual Queen Emma Ball.
- Work collaboratively with Head of School and Leadership Team to secure funding for new initiatives and ongoing educational programs.
- Cultivate school families and alumnae as prospects.
- Plan, implement, and follow up on alumnae reunions to cultivate relationships and build community.
- Maintain and track grant funding history and work collaboratively with the Business Office to manage and reconcile grants and major gifts.

Donor Stewardship and Care

- Create and implement a personalized donor relationship strategy including prospect identification, research, solicitation, recognition, and long-term stewardship reflecting Queen Emma's values through a culture of care, respect, love, and service.
- Assess and advance the fundraising infrastructure to grow solicitation of major and planned gifts, grants, special events, individual, corporate, and foundation contributions.
- Promote annual giving among trustees and school employees to reach a goal of 100% participation.
- Manage and develop the advancement database; set data entry protocols and supervise data to ensure the integrity and quality of data; design and run donor reports.
- Communicate status of endowed funds to endowment donors.

Advancement Committee

- Work with the Head of School to identify and prioritize advancement funding targets and approaches.
- Serve as the staff liaison to the Board of Trustees Advancement Committee.
- Prepare and distribute Advancement Committee agendas, reports, and minutes.
- Consult with the Head of School and Board to move from donor cultivation to solicitation to securing major gifts.
- Generate, monitor, and advise the Advancement Committee on the giving policies for the school.

Marketing and Communications

- Identify SAS stories and profiles that will engage and motivate donors; create vehicles and channels to communicate engaging stories to internal and external constituents.
- Collaborate with the marketing team to regularly communicate to alumnae through our web-based eNews.
- Enhance web and social media campaigns to enforce the SAS brand and position donors to give.

Other Duties

- Comply with the Association of Fundraising Professionals Code of Ethical Standards and Donor Bill of Rights. Promote SAS employee and volunteer compliance with these standards.
- Develop and monitor the annual operating budget for the Advancement Office.
- Manage Institutional Advancement staff, budgets, contracts, professional services, and

rental equipment.

- Speak at school and community events to promote St. Andrew's Schools and invite donor participation.
- Manage development software subscriptions and contracts.
- Support the PTF's management of the school uniform store.
- Secure and manage auction inventory for special events.
- Manage historical archives.

Qualifications

- Education: Bachelor's degree required. Bachelor's and/or Master's degree in nonprofit management or complementary area is a plus.
- Certifications: Certified Fund Raising Executive (CFRE) Certification desired.
- Experience: 10 years related experience in a leadership or consulting role in a fundraising capacity; experience managing a department and staff; major gift and capital campaigns of \$10M or more preferred.
- Computer skills: MacOS, Microsoft Office Suite, Google Office Suite, Donor Perfect, and Canvas.
- Other skills: Strong writing and editing skills; public speaking; employee supervision and management; budget management; administrative and organizational skills; ability to establish rapport with a wide range of constituents.

Compensation & How to Apply

This is a regular, full time, exempt, salaried position offering a generous benefits package including retirement plan, health benefits, paid vacation, and more. The salary range is \$80,000-\$90,000. Please send a cover letter and resume to employment@standrewsschools.org. Candidates should have available three professional references upon request. Applications accepted until the position is filled.

St. Andrew's Schools is an equal employment opportunity employer. To learn more about our school, please visit www.standrewsschools.org.

About St. Andrew's Schools

For more than 150 years, St. Andrew's Schools has developed tomorrow's courageous and compassionate leaders. In 1867, the great royal Hawaiian leader, Queen Emma Kaleleonālanī, a visionary and transformational thinker, established St. Andrew's Priory, the oldest girls' school in Hawai'i. An enduring testament to her towering vision to educate the Hawaiian people, St. Andrew's Schools has grown to include The Prep, a K-6 boys' school, and Queen Emma Preschool (The Preschool), for boys and girls ages two to five.

Our personalized educational program allows students to uncover their unique strengths, passions, and interests through discovery, practice, creation, and self-reflection. Our emphasis on social emotional, spiritual and cognitive learning sets the stage for children to cultivate healthy habits of mind, body and spirit that positions them to live a life of learning and good health.

Our K-12 education program in downtown Honolulu is the only coordinate school system in Hawai'i. We offer two single-sex schools on the same campus. Our girls (The Priory, K-12) and

boys (The Prep, K-6) are educated separately in the classroom yet can socialize together on campus. Coordinate schools recognize that the social and emotional experiences that children have in schools shapes their learning – and ultimately affects how they think and act. By understanding and embracing the differences between boys and girls, we create the conditions for all students to learn and grow. Our students readily venture past societal expectations or stereotypes to reach their full promise. Students learn deeply, stay curious, are hopeful about the future, and understand how to lead themselves and others with a compassionate and courageous heart.