



as far as the mind can see

Director of Advancement

About Francis Parker School:

Francis Parker School (Parker) is a coeducational independent day school in San Diego, California with 1,330 students in Junior Kindergarten through Grade 12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Parker has two campuses: one in Mission Hills (Lower School, Junior Kindergarten - Grade 5), and a second in Linda Vista (Middle and Upper School, Grades 6 - 12).

Job Description:

The Parker Advancement Office cultivates, inspires, and supports the School's culture of philanthropy from parents, alumni, grandparents, parents of alumni, students, and faculty and staff to advance the School's mission. The Director of Advancement plays a critical role in designing, implementing, and evaluating cultivation, solicitation, and stewardship programs. The Director builds and strengthens relationships with the Parker community, engages constituents through meaningful opportunities, and excels in a fast-paced fundraising environment.

Essential Duties/Responsibilities:

Overall

- Oversee one of the School's largest event fundraisers
- Cultivate, solicit, and steward major donors for School priorities and initiatives; mainly responsible for grandparent and parent constituents
- Work in partnership with the Advancement team, Parker Leadership team, and volunteers to meet annual giving and participation goals
- Ask for support (time, treasure, and talent) over the phone and in person
- Effectively utilize and implement online constituent databases and relevant online fundraising tools

Cultivation and Solicitation:

- Manage a major gifts portfolio of 40-60 grandparent prospects
- Cultivate, brief, and solicit Gala sponsors and leadership donors in partnership with the advancement team and Gala volunteers
- Oversee the School's Legacy Club of planned giving donors

Stewardship:

- Oversee and implement the annual Stewardship Plan
- Make 1-2 meaningful touches to endowed fund donors and recipients

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
San Diego, CA 92103

858 / 569-7900
619 / 298-9110

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- Work collaboratively with the Admissions office (and when appropriate, donor families) to select and assign named scholarships; work with the business office to allocate funds to student accounts in TADS
- Oversee the process and selection of named endowment and merit awards for faculty and staff, and students; work with the business office to facilitate monetary awards
- Manage connections and facilitate meetings for benefactors and scholarship recipient families
- Work in partnership with the Advancement Events Associate to execute the Head of School Scholarship annual benefactors' event and trimester meetings between the Head of School and the Head of School Scholars

Volunteer Management and Events:

- Work in partnership with the Advancement Events Associate to execute two Grandparents and Special Friends days
- Oversee all Grandparent (Council) events, outreach, budget, and website pages
- Support the Grandparents Council and Grandparents Council Chairs, including but not limited to meetings, outreach, directory, and events; work closely with the Grandparents Council leadership and recruit new leadership to the Council
- Serve as the direct liaison for the Annual Gala event(s), including by not limited to ensuring leadership transitions of Chair position and help recruit and support all volunteers, work collaboratively with Chairs to create and implement strategy to meet Gala financial goals, successful cultivation, solicitation, stewardship recognition, securing an auctioneer and auction items, and invoicing of corporate and family sponsors, oversee and develop Gala program, and attend annual event

Communications

- Utilize online and written media to engage constituents
- Plan, write, and execute the annual planned giving newsletter
- Plan, write, and execute the Grandparent e-digest monthly newsletter
- Write 1-2 annual grant proposals to solicit support from corporations and foundations for current-use initiatives
- Create and update the annual endowment report; send with tailored donor endowed fund updates
- Update named scholarship donors on student progress
- Work collaboratively with Communications office colleagues to develop creative design and marketing outreach

General Duties:

- Participate and engage in School life and adhere to the School's mission
- Knowledgeable and able to articulate advances and trends in fundraising best practices in independent schools, both regionally and nationally, and regularly participates in a variety of professional development opportunities
- Other duties as assigned by the Assistant Head of School for External Relations

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Qualifications:

- Bachelor's degree is required; Master's degree a plus
- Minimum 5 years fundraising, relationship-oriented sales or alumni relations experience, with a proven track record in the non-profit or business industries
- Understand high-functioning fundraising and development, as well as donor engagement, programs, and high-level stewardship
- Strong customer service, organizational, and written and oral communication skills
- Efficiency in managing multiple projects at once
- Work with a sense of urgency
- Ability to set goals, institute timelines and meet deadlines
- High level Raiser's Edge (or comparable) experience, including ability to build reports; create and run queries and dashboards; develop analytics on various strategies; research trends; and improve ways of operation; strong knowledge of spreadsheets and word processing
- Experience with online fundraising tools for auctions and giving campaigns (i.e., OneCause and GiveCampus)
- Experience with planning and executing large scale events working with multiple vendors
- Expertise in managing volunteers effectively and fairly
- Keen eye for design and strong sense of creativity
- Ability to professionally interact with all members of the School community; excellent interpersonal skills
- Ability to work collaboratively in a team environment

Salary and Benefits:

Parker is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Salary Range: \$105,000 - \$120,000 per year, based on experience

Non-Discrimination:

Parker values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.



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Application Process:

If interested in the position, please click [HERE](#) to get started. You will need to upload the following documents during this process: a cover letter and resume.

If you CANNOT or DO NOT wish to complete the electronic application, a cover letter, resume, and a completed [employment application](#) should be submitted electronically to:

advjobs@francisparker.org

Please find the PDF of our employment application here: [find it here](#)

<https://www.francisparker.org/about-us-/employment>

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