

Position Title : Director of Advancement
Organization : Allendale Columbia School
Salary: \$100,000 to \$110,000
AFP-WNY Post Date: 4/9/25

DEADLINE TO APPLY: Open

Director of Advancement

Allendale Columbia School (AC), a diverse, co-educational, college prep independent school serving more than 350 students in Little School (18mo-36mo) - Grade 12, seeks a dynamic, collaborative, and goal-oriented Director of Advancement to lead and oversee all fundraising efforts at the school. The ideal candidate will be a team-oriented professional who demonstrates both strategic and tactical acumen, as well as the ability to utilize each when necessary. The ideal candidate will be knowledgeable about all aspects of fundraising, highly organized, entrepreneurial in nature, enthusiastic, trustworthy, confident, and capable of collaborating and executing with teams throughout the organization.

The Director of Advancement will play a vital role in the AC community. They will report to the Head of School and sit on the Leadership Team. The ideal candidate will have the opportunity to contribute to a fun learning community that values creativity and innovative advancement ideas.

Key Areas of Responsibility:

Work collaboratively as a member of the Leadership Team to advance the school;

Work collaboratively with Admissions, Marketing and Communications, and the Business office to successfully promote a coordinated advancement strategy for AC;

Lead strategic development and alumni relations strategies aligned with the financial goals of the school and the overall strategic priorities;

Manage office budget and work with the Business Office on budget projections;

Supervise Assistant Director of Development and Alumni Engagement (a role focused on the annual fund, gift processing, and database management);

Set fundraising objectives, alumni engagement goals, and solicitation strategies with the advancement team;

Evaluate and benchmark results of fundraising and engagement activities regularly, and routinely report to the Board of Trustees;

Develop and implement strategies to identify and cultivate opportunities for annual fund donors to increase their giving levels

Maintain and update a robust prospect list, creating tailored engagement strategies for each prospect to drive movement toward major gifts and annual fund contributions.

Create, review, and approve all proposals and gift agreements prior to asks; With the partnership of the Assistant Director, take ownership of the annual fund, the gala, grants, and volunteer engagement;

Cultivate and steward lifelong loyalty to AC through effective and consistent communications (i.e. quarterly alumni e-newsletter), increased alumni engagement, and increased donor engagement;

Serve as the staff liaison to the AC Alumni Board, including attending all Alumni Board meetings and keeping the President of the Alumni Board apprised of activities and actions;

Steward gifts made to the School and plan the next campaign;

Foster a vibrant culture of philanthropy so that giving of time and financial resources is a joyful, inclusive, and meaningful experience for donors and volunteers; and serve as the primary staff support for the Development Committee and the Committee on Trustees and contribute to other board committees as needed.

Skills and Requirements:

Bachelor's degree, advanced degree preferred, with a minimum of five years of fundraising experience with supervisory experience; preferably in a non-profit or private school

Excellent written and oral communication skills with marketing and communications experience;

Successful track record of major gift solicitations and campaign management;
Experience managing volunteers, including members of governing boards;
Highly energetic and enthusiastic personality with excellent interpersonal, problem-solving, and time management skills;

Ability to supervise a team in a manner that will maximize their individual talents and inspire professional growth;
Ability to motivate others through encouraging communication, optimism, strong work ethic, kindness, and high achievement, while also being organized and deadline-driven; and
Interest and willingness to participate in travel, including international travel, when necessary.

Allendale Columbia School, as an equal opportunity employer, does not discriminate in its hiring of employees on the basis of race, color, sex, sexual orientation, religion, creed, national origin, citizenship, marital or veteran status, age, or disability. We actively seek diversity among faculty and administration as well as among students.

Job Type: Full-time

Pay Range: \$100-110K

Please send your resume and letter of interest to Regina Grice, Director of Human Resources, at jobs@allendalecolumbia.org. Include your full name and "Director of Advancement" in the subject line. Please do not send a fax or a paper copy.