



SAGE RIDGE SCHOOL
Ask Our Graduates.

Director of Advancement

[About Our School](#): At Sage Ridge School, we care about the whole child. Our mission and pillars define and guide the Sage Ridge experience. We are Reno, Nevada's only non-sectarian, coeducational, college preparatory day school serving grades 4-12, and we provide our students with world-class educational opportunities. Sage Ridge School is a fully accredited member of the [Northwest Association of Independent Schools \(NWAIS\)](#) and is a 501(c)(3) nonprofit organization.

Our Mission: Sage Ridge School graduates curious and confident citizens who embrace rigorous scholarship, respect the dignity of individuals, choose integrity, embody courage, cultivate a compassionate community, and ultimately thrive in college and in our global society.

Sage Ridge School is seeking a full-time, highly-collaborative, culturally-competent, forward-thinking leader to partner with the Head of School and the Board of Trustees to develop and execute the overall advancement strategies for the School, cultivate and solicit contributions and donated resources, and plan and deliver a thoughtful, dynamic stewardship program.

The Director of Advancement is responsible for all strategic aspects of Sage Ridge School's development and communication programs, partnering with the Director of Enrollment to create a unified and cohesive process for identifying, welcoming, engaging, and maintaining deep and lasting connections with community members. The Director leads strategic efforts to create and sustain a culture of philanthropy.

The Director of Advancement oversees the development program with the goal of increasing community engagement and raising budgeted funds for the Annual Fund, Annual Gala, Opportunity Fund, and future capital campaign initiatives. Reporting to the Head of School as a member of the Senior Leadership Team, the Director of Advancement supervises the Assistant Director of Communications, oversees affiliated consultants, and collaborates with the Director of Enrollment. Other responsibilities include but are not limited to:

Strategic Planning & Executive Reporting

- Collaborates with the Board and Head of School on all strategic aspects of the School's advancement program and the master plan for the school and its campus
- Serves as capital campaign manager directly supporting the work future capital campaign initiatives
- Identifies and implements strategies to increase support from new, current, and past donors, including researching the backgrounds, philanthropic interests, and capacity of incoming families.
- Creates and delivers effective, informative presentations to the Board, Senior Leadership Team, employees, faculty, parents, and/or alumni at the request of the Head of School

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Cultivation

- Oversees all development programs, events, and functions. Plans and manages the community-wide Annual Fund, Annual Gala, and Opportunity Fund Scholar Program efforts
- Identifies, cultivates and solicits top donor prospects. Cultivates new prospective donors through special events and other engagement opportunities
- Partners with the Board and Head of School to cultivate and request major gifts, personally participating in solicitations as appropriate
- Coordinates, elevates, and supports the work of volunteer leaders in fundraising and related activities
- Collaborates with the Enrollment Manager to welcome new families; creates and helps deliver messages about the School's giving hopes
- Attends School functions and serves as School's ambassador in the Reno community
- Creates and implements an ongoing stewardship program for all supporters. Develops a legacy giving program and oversees alumni engagement and foundation requests

Analytics Tracking & Insights

- Oversees the development databases and supervises the Database Manager. Conducts regular analytics summaries, gift reporting, acknowledgements, accounting, and data sharing
- Tracks, analyzes, and reports on key metrics regarding fundraising, community-building, and alumni engagement as articulated in the School's strategic plan

Culture

- Embraces the School's goals for diversity, equity, and inclusion to ensure that our advancement programs and department are synchronized with School values
- Sets and maintains impeccable ethical standards in the office, upholding a professional and responsive demeanor

Other duties as requested by the Head of School

Job Qualifications

Required: Bachelor's degree and direct work experience in development and communications

Desirable: MBA or marketing and fundraising experience as well as an awareness of independent schools

Supervisor: Head of School

Status: Exempt

Salary: Salary and benefits shall be paid consistent with the School's compensation plans and is dependent on experience and qualifications.

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Application Process:

- Interested candidates should email a cover letter, current CV/resume, and three reference contacts including phone numbers and email addresses. Two references should be direct supervisors. Provide all requested materials in one PDF. Email to careers@sageridge.org with “*Director of Advancement*” in the subject line of the email.
- Semi-finalists will be interviewed online or on site by a select panel of current members of the School community.

SRS, 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.

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