



POSITION ANNOUNCEMENT
DIRECTOR OF INSTITUTIONAL ADVANCEMENT
COLUMBIA, SOUTH CAROLINA



The Opportunity | *Hammond School*

Located in Columbia, South Carolina Hammond School is an independent preK-12th grade school who strives to bombard our students with experiential opportunities that connect them with the world to learn from it in new ways – *to think ahead*. The learning takes place on Hammond’s 110-acre campus which includes 19 buildings, 85 classrooms, four art studios, three music studios, two dining halls, two gymnasiums, academic enrichment centers, Wonder Lab, and Innovation Center.

The mission of Hammond School is to instill in students a commitment to academic excellence and recognition of individual potential that will contribute to the development of their characters. Hammond School has been recognized as a leading independent school offering an education grounded in the basics but enhanced with opportunities for global learning and



unique learning activities outside the traditional classroom that challenges and builds each student in mind, body and spirit. The school has many Pride Points, which include a rigorous academic curriculum, strong global and service emphasis, vibrant and broad focus on the arts, outstanding outdoor education program, and acclaimed athletic performance.

The Community | *Columbia, South Carolina*

Columbia, South Carolina is a city convenient to mountains and beaches. In just two hours you can be on a beach in Charleston, SC or head the opposite direction two hours toward the upstate and find yourself in the mountains. Sporting News recently recognized Columbia as one of the “Best Sports Cities;” residents love to support their local college teams including the University of South Carolina’s Gamecocks. The city also has a more refined side and is home to the Columbia Museum of Art, the SC Philharmonic Orchestra, the Columbia City Ballet, and a myriad of performing arts groups. Columbia

has received numerous accolades for its cost of living, climate, job outlook, education, the arts, health care and recreation.

Position and Leadership Statement | *Director of Institutional Advancement*

The Director of Institutional Advancement is responsible for all aspects of fundraising strategic planning and development efforts, including Annual Fund, major gifts, corporate and foundation relations, capital campaign, endowment, planned giving, and alumni and constituent relations. This job is accomplished through the individual's own direct fundraising efforts as well as managing others and effectively leveraging the skills and volunteer contributions of Hammond parents, alumni, Board of Trustee members, and Development office staff.

The Director of Institutional Advancement also oversees Alumni Affairs, social media, and communications. This position reports to the Head of School and is responsible for managing the Development office team.



Essential Duties and Responsibilities

- Serves as a member of the School's senior administration team and maintains close working relationships with key members of the Board of Trustees and Advancement Committee.
- Develops and oversees fundraising strategies, fundraising plans, and donor relationships, including donor recognition and stewardship.
- Evaluates current fundraising strategies and methods, recommending changes as appropriate.
- Oversees the Annual Fund, major gifts, and other fundraising initiatives to meet or exceed annual development plan income goals.
- Oversees endowment, planned giving, and capital campaign initiatives by cultivating and stewarding relationships with major and prospective donors.
- Makes timely and accurate responses to donor concerns, requests, and gifts.
- Works with the Board of Trustees to reach fundraising goals, to engage the board in fundraising activities, and to identify new funding prospects.
- Prepares solicitation materials, recruits and trains volunteers, and educates internal stakeholders about fundraising.
- Negotiates gifts and gift agreements and oversees the gift acknowledgement process.

- Oversees the recording of gifts in database management system according to all IRS specifications as well as School policies and procedures.
- Oversees alumni efforts to increase engagement, participation and support through relationship building and alumni sponsored events.
- Oversees communications and social media to support the Hammond brand.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Candidate must have a proven track record in fundraising with a focus on individual giving and major gifts. Five years of development experience preferred.
- Excellent understanding of principles and techniques of development activities, including annual giving, major giving, capital campaigns, endowment, and planned giving. Strong understanding of logistics for events and effective communication.
- Experience in the design and implementation of cultivation, solicitation, and stewardship strategies for prospects.
- Strong verbal and written communication skills.
- Excellent people skills - Strong interpersonal, organizational, networking, facilitation, and management skills; able to work both independently and within a team-oriented structure.
- Ability to manage multiple projects simultaneously and to adapt to changing environments and priorities.
- Exercises good judgement and decision making. Has the ability to work well under pressure and the ability to reason, think creatively, and solve problems.
- Position requires absolute confidentiality and professionalism in appearance, attitude, and presentation.

[Apply Here](#)

Hammond School has retained Capital Development Services to assist with professional recruitment. Candidates should include **a cover letter, a resume, and a list of three references**. All material will be confidential. Additional inquiries may be directed to Jen Tozier at Capital Development Services, 336-747-0133 x 208.



Think ahead – come join our team!

