



THE FLETCHER SCHOOL
THE RANKIN INSTITUTE

Director of Advancement

Job Summary

The Director of Advancement works closely with the School's board and is a member of the senior leadership team. Working to advance the School's mission, core values, and strategic goals, the Director of Advancement oversees strategy and activities to strengthen the School's fundraising efforts, communication and marketing programs, and community relations (parents, alumni, alumni families, grandparents, friends, corporations and foundations). The Director of Advancement reports to the Head of School and is a full-time exempt employee.

Primary Responsibilities

- Actively support the mission of The Fletcher School in the execution of his/her role and responsibilities.
- Devise and manage a program designed to attract the maximum gift support possible to the School and The Rankin Institute. This includes annual fund solicitations, planned giving programs, corporate and foundation proposals, and planning for major capital and endowment gifts.
- Plan, implement, and track all aspects of fundraising programs including comprehensive giving and stewardship strategies.
- Cultivate, solicit, and steward major and annual donors to meet fundraising goals.
- Oversee gift income processing for the purpose of providing receipts and maintaining giving records of donors to the school.
- Develop and oversee fundraising volunteer structure.
- Research, write, and report on grant applications to charitable foundations.
- Plan and lead major fundraising and community outreach events (Grandfriends' Day, Board of Visitors Meetings, Donor Receptions, etc.)
- Serve as liaison for various committees of the Board (Development, Finance, Investment, and Trustee).
- Oversee outreach, marketing, and communications activities, including external school communications and publications that inform alumni, donor, current and alumni parents, current, faculty, friends, foundations, and corporations on the mission of the School and The Rankin Institute.

- Oversee the School's social media presence, including Facebook and Twitter, as well as the School's website.
- Manage the Development/Alumni Relations/ Marketing & Communications budget.
- Collaborate closely with the administrative team to ensure that communications and messaging reflect development goals and cultivate a culture of philanthropy.

Qualifications

- A minimum of seven years of progressive fundraising experience, ideally within an academic environment.
- Demonstrated ability to close six- and seven-figure gifts.
- Proven management and administrative skills, demonstrated by experience in effectively leading a successful team (staff and volunteer) and building programs.
- Superior communications skills.
- Ability to work collaboratively, engage and inspire others, and develop a rapport with many diverse people and groups, including faculty, staff, students, alumni, donors, and friends of the School.
- Experience as a development and communication strategist with the capacity to support and grow the School's advancement initiatives.
- A bachelor's degree is required.

General Requirements

- A criminal history background check is required of all employees.
- A drug test is required of all employees.
- Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Fletcher School participates in the E-Verify program.
- References will be required; transcripts may be required.

The Fletcher School recognizes diversity and an inclusive school environment are vital elements of a holistic academic program. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, sex, color, age, gender identity or expression, sexual orientation, national origin, religion, creed, disability, family or parental status, genetics, veteran status or any other status protected by federal or state laws or regulations. The Fletcher School prohibits discrimination and harassment based on any of these characteristics.