



JOB TITLE: Director of Advancement
DEPARTMENT: Advancement
REPORTS TO: Assistant Head of School for Community Relations

POSITION SUMMARY:

The Director of Advancement oversees the internal operations of The Prairie School's Advancement Office, develops and executes sophisticated annual giving and alumni programming, manages a comprehensive, creative stewardship program, directs the execution of advancement events, and grows and maintains volunteer relationships. S/he will work closely with the Assistant Head of School for Community Relations and the Advancement team throughout the process.

DUTIES & RESPONSIBILITIES:

- Oversee all areas of development operations, including gift processing, pledge redemption, data management, reporting, and donor stewardship. Manage the Advancement Database Associate in these functions.
- Create, implement, and evaluate a comprehensive annual giving plan that secures philanthropic support from all Prairie constituencies. Elements of the plan must include volunteer structure and recruitment, overall timeline and appeal schedule, segmented prospect lists, the role of Prairie's annual giving societies, and multifaceted strategies to secure participation and giving goals.
- In collaboration with the Director of Communication, strategize the messaging behind annual fundraising for all segments of the Prairie community. Work closely with the Communication team to produce key pieces, including annual report listings, solicitations, and web content.
- Act as the primary relationship manager for a portfolio of key donors and personally cultivate, solicit, and steward each prospect.
- Help develop strategic funding requests for individuals, corporations and foundations based on Prairie's short and long-term goals, targeting prospects capable of making contributions of \$1,000 or more.
- Consistently evaluate and reimagine programmatic aspects of Prairie's annual giving program by routinely analyzing data and identifying trends in donor retention, upgrades, participation rates, and gift sizes.

- Manage the Assistant Director of Advancement in planning and executing successful fundraising, alumni relations, and donor stewardship events against a clear set of goals.
- Implement and maintain a comprehensive stewardship plan for all philanthropic supporters, particularly major donors and Jack Mitchell Society members.
- Stay abreast of philanthropic trends, particularly those that apply to independent schools, and consistently weigh their value for Prairie.
- Other duties as assigned.

REQUIRED KNOWLEDGE & SKILLS:

- Highly-developed interpersonal skills and the ability to create and grow relationships; proven track record of gift closure.
- Demonstrated success managing and improving programs and people in a collaborative, supportive team environment, and a talent for motivating others.
- Excellent and persuasive oral and written communication skills.
- Demonstrated curiosity, creativity, analytical thinking skills, attention to detail, complex problem-solving skills, and a growth mindset.
- An aptitude for working independently and strategically, for taking initiative, and for reacting and adapting to changing situations and new opportunities appropriately.
- Capacity to inspire continuous improvement of Advancement programming .

QUALIFICATIONS:

Bachelor's degree required; advanced degree or CFRE certification helpful but not mandatory. 7+ years of successful nonprofit fundraising experience, ideally in an independent school setting. Familiarity with Blackbaud software recommended but not required.