

JOB DESCRIPTION

Director of Advancement

JOB SUMMARY:

The Director of Advancement is the administrative staff person responsible for the planning, implementation, management, and supervision of all fundraising and donor relations activities on behalf of the Briarwood School. This includes prospect identification, research, cultivation, site visits, proposal development, writing, submission and tracking, grant reporting, solicitations, and stewardship. The major goal of the Director of Advancement is to work closely with the Head of School in implementing advancement strategies that reflect the mission and philosophy of Briarwood. To achieve these strategies, you will need to understand our unique school in order to create, direct, and implement the fundraising and development strategies of the school.

Responsibilities include, but are not limited to, the following:

- Identify, cultivate, and solicit select individuals, businesses, and foundations that are prospects for philanthropic support, and be intimately involved in soliciting all levels of gifts.
- Manage Annual Giving Fund, special campaigns, corporate and foundation support, major and planned giving.
- Prepare grant proposals for foundations, corporations, and private donors.
- Work closely with the Events Coordinator by participating in planning and executing the Annual Benefit.
- Work with and strongly support Friends of Briarwood (FOB) volunteer group to ensure productive and positive volunteer-school interactions.
- Maintain donor record keeping and reporting systems to ensure accurate tracking of fundraising and accounting in Blackbaud Raiser's Edge database.
- Ensure that all donors receive personal and timely acknowledgement of their gifts.
- Carry out a communication plan of activities with the Marketing and Communication Director that support relationships between the school and its constituents (i.e., alumni, alumni parents, parents, donors and friends), which support the school.
- Continue to establish Alumni relationships.
- Attend FOB meetings.
- Provide accurate and timely communications to prospects, donors, and volunteers.
- Develop and implement appropriate donor scholarship programs.
- Prepare financial reports to Board of Directors as required.
- Attend Board and Finance Meetings.
- Perform other duties as assigned by the Head of School.