



St. Michaels University School

Job Description

Position Title: Director of Advancement

Reporting to: Head of School

Classification: Non-Standard

Position Summary:

The Director of Advancement is responsible for developing a strong culture of philanthropy at St. Michaels University School (SMUS) while strengthening relationships across a broad range of constituents. Reporting to the Head of School, the Director of Advancement is a member of the Senior Leadership Team (SLT) and serves on the Advancement Committee of the School's Board of Governors. This individual also liaises closely with other Boards and volunteer groups at the school.

The Director of Advancement will develop stewardship strategies and set priorities, goals, and budgets for the Advancement department, as well as effectively identifying and cultivating potential donors. This includes maintaining a comprehensive donor database (Raiser's Edge), ensuring the correct issuance of tax receipts, and overseeing the proper collection and record-keeping for all donations.

This role requires deep engagement in the life of the school, along with balancing a travel schedule nationally and internationally. The Director of Advancement should model the following core values in their work: respect, courage, honesty, and service.

Key Responsibilities & Expectations:

- Develop and oversee the integration of all advancement programs, including fundraising, alumni relations, donor stewardship, communications, and archives.
- Establish a strong organizational and departmental culture rooted in teamwork, collaboration, transparency, shared goals, and performance.
- Provide strategic leadership in operational, leadership, and liaison roles within the team, ensuring accountability and effective communication across departments and with external partners.
- Plan and execute a comprehensive annual fundraising program to meet approved targets, exceeding \$1,000,000 annually.
- Lead additional fundraising campaigns, including the *Journey for Life* capital campaign outlined in the *Floreat 2030 Strategic Plan*.
- Build and maintain strong relationships with key constituents, engaging in direct stewardship and major gift solicitations in the six- and seven-figure range.
- Serve as a liaison with the Head of School, the Board of Governors and the Vivat Foundation Board to ensure alignment with Advancement goals.

- Provide strategic direction to the St. Michaels University School Alumni Association Board and the Parents' Auxiliary Board, attending events and supporting their initiatives.
- Support and provide direction to the Chair and members of the Board Advancement Committee.
- Manage the annual Advancement operating budget in collaboration with the Chief Financial Officer and the Head of School.
- Ensure the Advancement team meets its goals while fostering a culture of professional growth and development.
- Invest in team engagement, professional development, and strengthening community connections through events and partnerships.
- Develop data-driven fundraising strategies, including donor identification and tracking, systematized data collection, and AI integration for enhanced fundraising performance.
- Ensure investments in fundraising, communications, and data capabilities support long-term sustainability.
- Implement accountability mechanisms and best practices in data governance and audits.
- Oversee donor engagement initiatives, ensuring personalized stewardship, intentional roles and responsibilities, and a refined donor journey experience.
- Increase focus on transformational gifts, endowments, and donor conversion and retention strategies informed by data insights.
- Collaborate with other departments to develop effective fundraising strategies and communication plans.
- Coordinate closely with the Business Office on fund reporting, ensuring alignment with donor intent and annual stewardship reporting.
- Ensure due diligence in protecting the School's charitable status and adherence to ethical fundraising guidelines.
- Maintain compliance with the School's privacy policies in all Advancement activities.
- Perform other duties as required.

Qualifications:

- Bachelors degree or equivalent combination education/certification and experience is required; Certified Fund Raising Executive (CFRE) certification preferred.
- Minimum of 7 years of fundraising experience with a proven record of success in major campaigns.
- At least 5 years of leadership experience with demonstrated ability to mentor and motivate a team to achieve fundraising goals.
- Excellent presentation and writing skills.
- Strong relationship-building and networking capabilities.
- Exceptional organizational skills with the ability to prioritize effectively.
- Willingness and ability to travel nationally and internationally for school business.
- Superior emotional intelligence, including self-awareness, self-management, social agility, empathy, and strategic influence.