



## **Director of Advancement**

**Description:** Sant Bani School is seeking a creative, experienced, and dynamic fundraising professional to be our next Director of Advancement. The successful candidate will be responsible for creating and implementing a comprehensive cultivation, solicitation, and stewardship program to support the current operations and the strategic objectives of Sant Bani School. This is a full-time position with a competitive salary and benefits package.

**Reports to:** Head of School

### **Duties and Responsibilities**

#### **Fundraising**

- Develop and implement strategies for the annual fund, capital campaigns, and planned giving
- Work with the Board of Trustees and the Head of School to broaden our donor base and continue to secure leadership-level gifts
- Establish strong relationships with current students and families, alumni and past parents, and all members of the SBS community
- Develop and implement communications and events to engage alumni and friends of SBS
- Develop and implement communications and events to engage parents

#### **Communication**

- Effectively communicate and market the mission and values of SBS
- Work with the Advancement team to create and implement a communications plan including print, web, and social media tools to market SBS and reach prospective families, current parents, alumni, and other important audiences
- Oversee the school website and social media accounts
- Oversee the production of the annual alumni magazine

#### **Leadership**

- The Director of Advancement is a member of the Leadership Team
- Lead and collaborate with the Communications & Advancement Manager

### **Qualifications**

- Proven ability to meet and exceed ambitious fundraising and engagement goals
- Knowledge of web and social media platforms
- Excellent administrative and organizational skills

- Outstanding written and oral communication skills
- Ability to work independently and collaboratively as a member of a team
- Ability to effectively manage a demanding workload, including multiple projects and competing priorities
- Ability to think creatively and strategically
- A passion for the education of young people
- 5+ years of experience in an institutional advancement office in an educational setting or similar not-for-profit organization

Interested candidates should send a letter of interest and resume via email to Elizabeth Clayton, Head of School ([elizabeth@santbani.org](mailto:elizabeth@santbani.org)). Please include 'Director of Advancement' in the subject line.

