

Director of Advancement

The Girls' Middle School

Imagine a school where each day is alive with learning and the spirit of adventure. Since its founding in 1998, The Girls' Middle School (GMS) has been committed to progressive education and innovative programming, meeting the needs of a wide range of middle school girls who make up our vibrant, inclusive community. Our project-based curriculum encourages creative problem solving, collaborative teamwork, and independent thought. GMS educates girls during a pivotal time in their lives. Girls develop self-knowledge, confidence, and leadership skills supported by a staff highly attuned to their changing emotional and social needs. GMS encourages girls to find their voices, take risks, and become self-reliant.

Job Summary

Director of Advancement is a new position for GMS. We seek a seasoned manager, proven fundraiser, and strategic thinker to build on a successful fundraising program and lead the school through its first major capital campaign. The Director of Advancement will join a strong and collegial senior management team. She/he will manage an office of three people responsible for the capital campaign, an annual campaign of approximately \$750,000 per year, gifts of approximately \$1.2 million per year to support GMS's distinctive Bennett Scholars program, events, communications, and alumnae affairs. This is a full-time, 12-month position reporting to the Head of School.

Skills and Abilities

- Capacity to lead and inspire as well as to work collaboratively
- Ability to think creatively and strategically
- Ability to design and implement projects and processes to achieve strategic goals
- Ability to manage multiple projects and day-to-day tasks effectively
- Exceptional skillfulness in written and oral communication
- Ability to work well both independently and as a member of a team
- Enthusiasm for the values and mission of The Girls' Middle School

General Responsibilities

- Plan and oversee all fundraising and advancement activities, communications, and events
- Manage and lead the development department
- Work closely with other senior managers and Head of School
- Work closely with the Board of Trustees, Development, and Governance Committees
- Work with the business office in overseeing gift processing and reconciliation, surveys, and audit
- Develop and implement strategic plans and processes for development and communications
- Implement best practices in maintaining and using fundraising database
- Develop and implement gift policies
- Develop and oversee donor cultivation plans
- Evaluate and track progress towards goals and benchmarks
- Cultivate strong relationships with faculty, parents, students, alumnae, and community members
- Represent GMS at numerous functions and events during the year

Capital Campaign Responsibilities

- Oversee capital campaign fundraising and communications plan from leadership phase to completion
- Serve as a thought partner and strategic advisor to the Head of School on capital campaign matters
- Work closely with Trustees, Campaign Steering Committee, and other volunteers
- Oversee and support Campaign Steering Committee
- Maintain a portfolio of donors for the campaign
- Develop strategies, outlines, and talking points for cultivation and solicitation meetings and events
- Accompany leadership and others on donor visits as necessary
- Recommend revisions to the capital campaign plan, as needed, to meet goals
- Generate reports for Head of School, Board of Trustees, and volunteers

Education and/or Experience

- An undergraduate degree is required. A relevant advanced degree is a plus.
- Strong management experience
- Relevant experience in a non-profit environment with a track record of success
- Experience securing major gifts and leading a capital campaign
- Demonstrated ability to manage fundraising programs
- Experience in developing prospect strategies, briefing documents, and talking points for volunteers, administrators, and staff

Compensation

A compensation package, including a comprehensive benefits package, will be offered commensurate with experience.

Interested candidates

Please send a resume and letter of interest to Jennifer Ayer at employment@girlsms.org. GMS celebrates different perspectives coming together in community. We are committed to broadening the diversity, in all dimensions, of our faculty and staff.