

**POSITION AVAILABLE: FULL TIME PROFESSIONAL FUNDRAISER AND
DIRECTOR OF ADVANCEMENT - ELEMENTARY SCHOOL**

DESCRIPTION OF SCHOOL:

PS#1 is a small (210 students), independent, non-profit, non-graded, progressive elementary school established in 1971. We are a pluralistic school: we believe students learn in a wide variety of ways and at differing rates in a school environment that values diversity. We offer children a strong academic curriculum made relevant to each child's life experience. We seek to develop the whole child. We strike a balance between academic and social skills. PS#1 is an equal opportunity employer.

DESCRIPTION OF POSITION:

The Director of Advancement is a professional fundraiser who shares responsibility for the smooth functioning of the non-academic school day and has primary responsibility for coordinating all fundraising activities, volunteers, Parents Guild, public relations, outreach, and communications.

Major responsibilities include:

- Leading and coordinating all cultivation and fundraising activities of the school and assuring that the school raises a sufficient amount of funds to meet its operating budget, operating reserve, and endowment needs
- Leading a Capital Campaign, Major Gifts efforts, and the Annual Giving Program
- Identifying, cultivating, and soliciting key donors and prospective donors to the school
- Developing and guiding an active Fundraising Committee on the Board
- Leading the staff Institutional Advancement team, the third organizational arm of the school (besides school and business)
- Working in close concert and partnership with the Head (and Founder) of School
- Developing and implementing regular alumni programs with Outreach Coordinator
- Coordinating, without daily involvement in, parent volunteer run activities along with other members of the Institutional Advancement team.

EXPERIENCE, QUALIFICATIONS, and COMPENSATION

Bachelor's degree; minimum of three years experience in fundraising, administration, and organizing events at independent schools; exceptional speaking and writing skills; ability to organize and motivate volunteers; well organized self-starter with ability to provide creative, innovative leadership; highly developed communication and motivational skills; a good sense of humor and flexibility; outreach, networking, and grant writing experience; and appreciation and passion for education. Salary, competitive, with excellent benefits, is dependent upon personal qualifications and experience.

Fill out job application under Administration/Staff and send along with resume to employment@psone.org.