



## **Director of Advancement PS1 Pluralistic School Position Open During 2018-19 School Year**

PS1 Pluralistic School is a small (228 students) independent, nonprofit, pluralistic elementary school (K-6<sup>th</sup>) established in 1971. We value diversity and believe that students thrive with a wide variety of learning experiences. Because children learn at different rates at different times and in different ways, we are a non-graded school with a two year age range in each classroom. We offer children a strong academic curriculum made relevant to their life experiences and seek to develop the whole child by striking a balance between academic and social skills. Check out our website at [www.psone.org](http://www.psone.org) to grasp the flavor, spirit, intentionality, vision, and mission of the school. PS1 is an equal opportunity employer.

### **Description of Position:**

At PS1 we believe there are three components to a successful independent educational institution: a school, a business and a community. The Director of Advancement leads the charge in cultivating an active, inclusive and involved community with the responsibility for coordinating efforts among fundraising, volunteers, Parents Guild, public relations, marketing and communications, admissions, and enrollment management.

PS1 seeks an experienced, positive, creative, outgoing, and energetic leadership professional to work closely with the Head of School, the Board of Directors' Advancement Committee, the Senior Administrative Team, the rest of the Advancement team, and our volunteers in the design and implementation of PS1's Advancement program. The ideal candidate will have substantial leadership experience in an independent school and in running and managing an Advancement Office. The position requires a hands-on professional who works with a collaborative, consensus-building, and open communication approach. The candidate will have exceptional written and verbal communication skills, including the ability to successfully communicate through presentations to large and small groups in both internal and external constituencies. The Director of Advancement must be a team player, systems thinker, goal-oriented leader who exhibits strong interpersonal skills, and must embrace PS1's mission.

The ideal candidate should also have experience with strategic planning including a capital campaign. They must have the ability to plan, organize and implement a variety of projects, sometimes simultaneously and under deadline conditions, while maintaining the integrity and quality of each project. The successful candidate will establish a fundamentally solid major and planned giving program where the Head of School, Board members, and other key volunteers will often be in the forefront of cultivation and solicitation of major donor prospects.

The Director currently manages the Development and Business Associate (in collaboration with the Director of Finance and Operations) and the Development Manager. A part time archivist when hired will be under their supervision as well. The Director also collaborates with the Director of Marketing and Communications and the Director of Admissions and Alumni Relations, two people

who also sit independently on the Senior Administration Team (SAT) along with the Head of School, the Assistant Head for Teacher and Learning, and the Director of Finance and Operations.

The salary and benefits package are competitive. PS1 Pluralistic School is an equal opportunity employer.

**Key Responsibilities:**

- Lead all fundraising efforts, working with Board members, parent and grandparent volunteers, and staff to develop effective strategies for each giving program including Annual Fund, Capital Campaigns, Special Gifts, Grants, Raise the Paddle for Financial Aid, Grants and Foundation Support, Endowment Growth and Planned Giving, in order to ensure that the school raises sufficient funds to meet its operating budget, operating reserve, capital, and endowment needs.
- Actively collaborate with our Head of School, Board Chair, Board Advancement Committee Chair and other designated volunteers on planning and executing our next Capital Campaign.
- Identify, cultivate, and solicit key donors and prospective donors to the school.
- Plan and administer the Advancement budget and reconcile the Audit with CFO.
- Run a comprehensive stewardship program, including the planning and execution of donor recognition events.
- Collaborate with and manage the sub-committees of the Board Advancement Committee including Grandparents, Alumni, Special Gifts, and Annual Fund.
- Oversee all fundraising databases and systems to ensure they are being optimally used by the Development Manager and others in support of advancement goals.
- Serve on the Senior Administrative Team as described above, collaborating and planning the big picture thinking needed to keep our school in the forefront of successful independent schools.
- Provide a collaborative work environment for the Administration's Advancement Committee in order for each member on the committee to do their best work for the vision and mission of the school. This committee is comprised of the Advancement Director, the Director and Associate Director of Admissions and Alumni Relations, the Director of Marketing and Communications, the Director of I.T., the Development Manager, and the Development and Accounting Associate.
- Be an Ambassador for PS1 at external conferences through presentations and participation, including the pursuit of Professional Development opportunities.

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