



INTERNATIONAL SCHOOL OF BROOKLYN

Director of Advancement

International School of Brooklyn is seeking a committed and experienced Director of Advancement who will embody, endorse, and advocate for the school's mission and core values. The ideal candidate will demonstrate personal endorsement of the school's mission and values and be able to clearly articulate the mission and values to our community. This position reports to the Head of School and serves as a member of the senior administrative team that oversees day to day operations and sets strategic goals and planning for the school.. The Director of Advancement is responsible for developing and implementing a comprehensive fundraising strategy to support the annual fund and capital campaigns. The Director of Advancement also collaborates with the Communications Office, Admissions Office, and other administrators to assist in school marketing, prospective and new family events and other community events, retention efforts, and alumni programming and communication.

Start Date: Fall 2022

Job Description

The Director of Advancement is responsible for overseeing the school's development program which includes:

- Managing and overseeing the execution of the school's strategic vision for development in terms of fundraising, events, and family and alumni engagement
- Building and sustaining an effective partnership with the Head of School and Board of Trustees in order to ensure that development goals are integrated with the school's strategic planning
- Developing and maintaining strong relationships with all members of the school community, including donors, families, students, trustees, faculty, staff, and administrators
- Overseeing and increasing participation and gift amounts to the Annual Fund for Excellence
- In collaboration with the Database and Events Manager, researching and briefings for periodical capital campaigns
- Identifying major donor prospects through engagement and leading possible feasibility studies
- Overseeing the planning of cultivation events
- Writing and collaborating on case statement marketing materials



INTERNATIONAL SCHOOL OF BROOKLYN

- Overseeing donor stewardship and communications
- In collaboration with the Communications Director, writing and editing all fundraising materials, including letters and proposals, and copy for fundraising
- Overseeing annual fund leadership donors program, including the organization of recognition cocktail party and various other cultivation and stewardship cocktail receptions
- Continuously benchmarking and reporting to the Head of School the progress and outcomes of development programs
- Working with the Business Office to ensure all gifts, pledges and grants received are accounted for pursuant to non-profit financial regulations.
- Overseeing the alumni engagement program
- Overseeing the planning, organization, and execution of all aspects of the Annual Spring Benefit and Pecha Kucha events, including auction solicitation, communications, etc.
- Overseeing the engagement of the volunteer Benefit Committee Developing and overseeing community that strengthen the school's presence and relationships in and with the wider community
- Overseeing donor portfolio and records management by managing the Database and Events Manager in record-keeping of gifts and engagement in database, produce development reports, and provide support for analysis of prospect pool and annual giving patterns
- Serving on a interdepartmental marketing team to collaborate with Admissions Office and Communications Office on communication materials and marketing strategy
- Serving as liaison to the Parents Association and cultivating volunteer efforts in support of advancement initiatives

Supervisory Responsibilities

The Director of Advancement supervises the Database and Events Manager.

Required Experience and Skills

- Bachelor's degree
- Master's degree preferred
- 7+ years related professional experience in non-profit fundraising; previous experience in independent schools is strongly preferred



INTERNATIONAL SCHOOL OF BROOKLYN

- Proficiency in development database and school database software, email communication software, Google Apps Suite, and Microsoft Office
- Proficiency in French or Spanish is a plus
- Excellent written and oral communication skills
- Excellent time management and organizational skills
- Experience in grant research, applications, and proposals is a plus
- Strong interpersonal skills
- Strong collaborative working skills with fellow colleagues
- Positive attitude
- Deep understanding and appreciation of the school's mission and values

Applying to this position:

Interested and qualified candidates should submit their applications by email to diracandidates@isbrooklyn.org. Please include a single attachment containing the following three documents:

- Cover letter detailing why you are a strong candidate for this position at ISB
- Updated resume (CV)
- List of three professional references, including names, phone numbers, and email addresses