



Position Title: **Director of Advancement**

Last Updated: September 2025

Reports To: Chief Advancement Officer

Status: Exempt-Appointed by Head of School
Permanent Full-time

Schedule: Calendar Year; In-Person; Monday-Friday-Base 40 hours per week Actual hours will be assigned per the needs of the department Some weekend and special event coverage as necessary

Benefits: Full benefit eligibility
Tuition Remission Eligible-Yes

Summary Description:

The Director of Advancement is an integral member of the senior Advancement team and provides strategic leadership for a comprehensive program that strengthens philanthropy and engagement across the Williston community. This role oversees the ongoing development of a comprehensive Leadership and Planned Giving program, Alumni Engagement, and Annual Giving. The Director manages Research and Advancement Services, Stewardship, and the Individual Giving team, ensuring a coordinated approach that advances relationships, deepens alumni connections, and secures resources to support the school's mission.

Essential Functions:

- Strategic Leadership & Planning
 - Assist the Chief Advancement Officer with the overall Advancement planning process, developing short- and long-term goals for the office
 - Provide strategic oversight for Leadership and Planned Giving, Annual Giving, and Alumni Engagement programs to ensure alignment with institutional priorities
 - Monitor activity and outcomes across all programs to achieve annual revenue and engagement targets
 - Maintain accountability standards to donors that ensure compliance with code of ethical principles and standards of professional conduct for fundraising executives
- Team Leadership & Management
 - Manage a team of 10 and supervise six direct reports in Leadership Gifts, Annual Giving, Alumni Engagement, and Research and Advancement Services
 - Participate in annual performance reviews and recommend professional development opportunities for direct reports
 - Foster collaboration across Advancement teams to maximize results and strengthen donor and alumni relationships
- Leadership & Planned Giving
 - Serve as principal resource for the front line fundraisers in all strategic and tactical aspects of development
 - Personally manage a portfolio of 75–100 leadership gift prospects, including solicitation, cultivation, and stewardship
 - Lead relationship-building strategies with individual leadership donors, engaging staff, Trustees, and

- volunteers as appropriate
 - Oversee all aspects of the Planned Giving program, including marketing, donor cultivation, and stewardship
 - Develop cultivation strategies and leadership gift materials to communicate funding priorities, including proposals and stewardship tools
 - Review and verify donor recognition lists for accuracy
- Annual Giving & Alumni Engagement
 - Provide direction and leadership for the Annual Giving program, setting goals, strategies, and timelines to increase dollars and grow number of donors
 - Personally solicit assigned Annual Fund leadership gifts each year
 - Oversee alumni engagement strategies and programs that strengthen lifelong connections, foster volunteer leadership, and increase philanthropic support
 - Collaborate with Advancement colleagues to integrate alumni engagement and annual giving efforts into overall fundraising and stewardship strategies
- Stewardship & Reporting
 - Maintain consistent, high-quality communications with donors, alumni, parents, and volunteers in coordination with the Chief Advancement Officer and Trustees
 - Oversee administration of gifts, pledges, and donor reporting to the Board of Trustees
 - Identify opportunities to network with potential donors and alumni leaders, engaging staff and Trustees as appropriate

Additional Responsibilities:

- Other duties as needed/assigned by the Chief Advancement Officer
- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards.
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- If applicable, Faculty and Administrators shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement

Qualifications:

- Bachelor's degree required, advanced degree preferred
- Seven to ten years of advancement experience, preferably with independent boarding schools
- Ability and interest in hiring, managing, motivating, developing and mentoring a team of staff
- Must adhere to the highest ethical standards with a high level of integrity and extraordinary work ethic
- Should possess creative ability, a positive outlook and a genuine sense of humor
- Excellent attention to details and follow through as demonstrated by effective project management experience
- Demonstrated strong interpersonal skills, including an upbeat, collaborative management approach
- Must be able to work intuitively and independently, prioritizing responsibilities, and meeting deadlines
- Demonstrated excellent written communication skills as well as strong presentation and oral skills
- Solid working knowledge of Word, Excel, Internet, knowledge of Blackbaud and familiarity with fundraising and relational database software a plus
- Must possess strong problem-solving skills, be attentive to details and be able to exercise good judgment
- Must have the ability to work in a school environment by successfully passing the state mandated CORI, Criminal Offender Record Information check, a SORI, Sex Offender Record Information check and a general background check
- Having a cell phone is an expectation of employment at Williston, not only for communication purposes, but also for the school's emergency protocols
- Must be able to travel around the region and to other areas of the country
- Possess a valid driver's license

- Positive appearance, attitude and presentation with a strict sense of confidentiality
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Regular consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

The person in this position:

- Regularly communicates with other staff, brokers, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Is capable of moving about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e. calculators, copy machines, printers
- Observes, recognizes, identifies other staff, brokers, vendors, visitors
- Is capable of remaining in a stationary position, (i.e. sitting, standing), for extended periods of time

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative position performing duties in a typical office setting and thus is exposed to minimal adverse working conditions/tasks

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.