



Director of Advancement | Medfield, MA

The Opportunity

Montrose School is an independent school for girls in grades 6-12, inspired by the teachings of the Catholic Church. The school seeks a self-motivated and ambitious fundraiser to lead its advancement operation. As a partner to the Head of School in all aspects of external affairs, the director will grow the fundraising program through the cultivation, solicitation, and stewardship of current parents, alumni, past parents, grandparents, and other strategic constituencies. The successful candidate will play an integral role in leading Montrose through an exciting period of growth and will spearhead a transformative capital campaign.

The School

The intellectual and faith traditions that guide the educational program at Montrose challenge a single story narrative. Young women are encouraged to ask difficult questions, uncover nuance and seek understanding, and build bridges across differences. Inspired by the spirit of Opus Dei, the school engages young women through a liberal arts curriculum, a culture that supports personal character formation, and an intentional collaboration with parents. Montrose benefits from a well-resourced, philanthropically inclined prospect pool eager to invest in its mission. To learn more about the school, please visit: www.montroseschool.org

The Candidate

Reporting to the Head of School, the successful candidate will take an entrepreneurial approach to the work, implement best practices in major gift fundraising and annual giving, and embrace the aspects of Montrose that make it a special place in the hearts and minds of its supporters.

An ideal candidate will be experienced and talented at managing the work of others, and enjoy data analysis and look for creative ways to integrate data with purposeful and strategic marketing and communication. The director will possess superior communications skills, a high degree of emotional intelligence, and a strategic mindset. She/he will demonstrate personal accountability, embody the values of the school, and operate with integrity, humility, and professionalism. This position requires superb interpersonal skills as well as computer-based prospect management skills.

Responsibilities

- Lead all fundraising activities including annual, capital, and endowment campaigns and serve as a strategic partner to the Head of School, senior administrators, and other key stakeholders.
- Develop and grow a pool of prospects capable of making leadership annual and major gifts to the school.
- Manage and mentor the advancement staff (2), including the Director of Marketing and Communications.
- Implement performance metrics for all solicitors in the office - metrics that are aspirational in nature and in line with best practices in major gift fundraising.
- Coordinate with the advancement staff on augmenting and implementing meaningful donor recognition strategies.
- Design and implement a program focused on leadership level annual fund donors, who, through strategic sight-raising and thoughtful cultivation and stewardship, can be developed into the next generation of major gift prospects and donors.
- Drive the further development of the gift planning program and its marketing, working in concert with the Marketing & Communications team.
- Engage and leverage key volunteers to support the work of the Advancement team.

Qualifications

- Highly productive, self-starter with a positive outlook who prioritizes the School's mission, students, and the team.
- Embodies the values of the School in every interaction with students, colleagues, families, and the community.
- Exceptional personal and strategic communications skills (written and oral).
- Collaborative work style that inspires and focuses the team on delivering short and long term results.
- Natural relationship management abilities; leads with listening and empathy.
- Commitment to excellence and attention to detail; willingness to go above and beyond in service of the School's mission and priorities.
- Demonstrated track record of closing major gifts in a non-campaign setting.
- Demonstrated track record of overseeing creative and effective marketing and communications campaigns or departments.
- Adaptable and able to thrive in a fast-paced environment.
- A life-long learning and self-improvement mindset.
- Demonstrated ability to strategize, implement, and build constituency programs and activities, along with a talent for motivating volunteers.
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment.

- High professional and ethical standards for handling confidential information.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- Strong computer skills and knowledge of database research and maintenance.
- Experience with student admissions and enrollment management practices in independent schools is a plus.
- Must be able to travel and work evenings and weekends as needed.

Montrose School is an equal opportunity employer. Montrose School invites candidates to join in this process who bring a substantive and varied combination of educational pursuits and lived experiences that demonstrate the capacity to make a meaningful contribution as the lead fundraiser and a relationship builder in partnership with the Head of School.

Interested candidates, please contact Narwhal Talent Partners:

- by voice or text

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- by email

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All inquiries are treated as confidential.