



Mirowitz is seeking an experienced Director of Advancement to begin in August 2023. The Director of Advancement is a team player who has a warm and collaborative nature, is diplomatic, resilient, flexible, and has a sense of humor. The director will have exceptional communication and interpersonal skills including outstanding writing and public speaking skills, and the ability to interact comfortably with adults and children. This person will have genuine empathy for prospective families and an awareness of the needs and sensitivities of parents, students, faculty, staff, and administrators. The Advancement Director is responsible for all fundraising activities to support and enhance the educational mission of the school. This is a senior leadership position reporting to the Head of School.

Primary Responsibilities

- Guided by the strategic plan, the Advancement Director will manage and maintain a culture of philanthropy for the organization.
- Partner with the Head of School to advance fundraising.
- Spearhead annual advancement plan to fundraising goals.
- Build and maintain relationships, and steward institutional donors including foundations, through all the steps of the solicitation process.
- Manage and oversee the annual giving campaign and annual gala
- Manage and oversee special events related to fundraising and community building.
- Supervise the Grants and Events Officer
- Provide fundraising projections and reports to the Head of the School, Board of trustees, and appropriate constituencies.
- Develop, review, and maintain sound recordkeeping, acknowledgments, reconciliation, and operational systems including managing the advancement budget.
- Collaborate with the Director of Marketing and Communications.
- Develop and maintain the alumni, neighborhood, and community building programs.
- Attend Board of Trustee meetings and prepare materials, as needed.
- Perform annual review of advancement team members.
- Work closely with the Director of Finance and Human Resources.

Qualifications

A successful candidate will have:

- A depth of knowledge and understanding of advancement, be highly organized, and detail-oriented.
- A passion for fundraising, connecting the community, and building relationships, to advance joyful learning for children.
- Five plus years of fundraising and major gifts experience.
- Comfort with technology.
- Ability to maintain confidentiality.
- Excellent verbal and written communication skills.
- An ability to be fun, flexible, and collaborative on a high-performing team.

Compensation

Salary is competitive with area independent schools and commensurate with experience: \$80,000-\$100,000. Excellent health and retirement benefits are part of the employment package. Funding exists to support continuing education and professional development. Financial benefits include tuition remission for children of full-time employees.

DEI Philosophy Statement

At Mirowitz, we recognize that the work of diversity, equity, and inclusion is deeply rooted in our work as Jewish educators. Our tradition teaches us the value of *kavod habriyot*, respect for the sacred diversity of all of God's creations. Our core Jewish values of *kavod* (respect), *hakarat hatov* (recognition of the good), *limud* (learning), and *tikkun* (commitment to repair) guide our work in building empathy, promoting sacred diversity of identities, and both studying and committing ourselves to repair of social inequities that have historically stemmed from these differences. We believe in the dignity and worth of every person regardless of race, color, religion, sex, national origin, ancestry, ability, age, sexual orientation, gender identity and expression, socioeconomic status, or any other individual characteristic.