



Westerly School

Director of Advancement

Our School

Westerly School is an independent, non-sectarian Kindergarten through 8th grade school focused on whole child education. Through inquiry-based pedagogy and practices, Westerly School strives to recognize and meet the needs of every individual student to ignite within each child a lifelong love of learning as they discover their full and unique potential. Founded in 1991 by a group of parents who wanted to provide an alternative to the Long Beach Unified School District education, Westerly remains the only independent school in Long Beach. Westerly currently enrolls 180 students.

Position Description

The Director of Advancement reports to the Head of School and collaborates with the entire leadership team including the Assistant Head of School, Director of Finance and Facilities, and the Director of Admissions. The Director of Advancement is responsible for all aspects of fundraising including the Annual Fund, Major Gifts, Special Events, and Grants. This job is accomplished through the individual's own direct efforts as well as partnering with the Board-led Advancement Committee and effectively leveraging the skills and volunteer contributions of Westerly parents and alumni, board members, and staff.

Essential duties and responsibilities:

- Develops and oversees fundraising strategies, fundraising plan and donor relationships, including donor recognition and stewardship
- Evaluates current fundraising strategies and methods and recommends changes as appropriate
- Presents to the Board of Trustees and Head of School an annual development plan for achieving specific goals
- Oversees the Annual Fund, Special Events, Major Donor Program and Grants to meet or exceed annual development plan income goals
- Partners with the Advancement Committee, Westerly Parent Association, and HOS on the annual auction event. This includes recruiting parent volunteers to head the auction and serve on the auction committee as well as managing the Development database, and serving as the administrative lead for the event.
- Oversees all aspects of grant-writing, as appropriate
- Responds to donor concerns, requests, and gifts including donor recognitions and annual statements in a timely and accurate manner
- Develops and maintains relationships with major donors, foundations, alumni and corporate funders
- Works with the Board of Trustees to reach fundraising goals, to engage the Board in fundraising activities, and to identify new individual and corporate funding prospects
- Identifies and researches prospective donors, including individuals, corporations, foundations, organizations
- Prepares solicitation materials including targeted appeals and social media communication

- Recruits and trains volunteers
- Educate internal stakeholders about fundraising in independent schools
- Record gifts in the database management system according to all IRS specifications, and School policies and procedures
- Acknowledge gifts on behalf of the School
- Conduct donor recognition and stewardship programs
- Secure pledge payments by sending monthly reminders
- Fulfill other duties as assigned

Qualifications and Skills:

- Bachelor's Degree
- A minimum of 3 - 5 years of relevant fundraising or school-related experience
- Demonstrated strengths in interpersonal skills, collaboration, and initiative
- Ability to prioritize, organize and manage multiple projects efficiently
- Excellent written and verbal communication skills
- Experience with donor database management is a plus
- Excellent understanding of principles and techniques of Development activities, including annual giving, major giving, planned giving, event planning, capital campaigns, marketing and communications, and grant procurement
- Position requires absolute confidentiality and professionalism in appearance, attitude and presentation

Westerly School is an equal opportunity employer and makes employment decisions on the basis of merit. School policy prohibits unlawful discrimination based on age, color, creed, disability, gender, marital status, national origin or ancestry, race, religion, registered domestic partner status, sexual orientation, physical or mental disability, a medical condition including genetic characteristics, or any other consideration made unlawful by federal, state or local laws.

Applicants, please submit a cover letter and, resume to:

Toni DiNapoli, Director of Finance & Facilities, at tdinapoli@westerlyschool.org with "Advancement Director - (your name)" written in the subject line.