



The Lamplighter School

11611 Inwood Road
Dallas, Texas 75229
214-369-9201 fax: 214-369-5540

Title: Director of Advancement

Classification: Salary, Exempt

Status: Full-time, 12 month

Reports to: Head of School

Summary Description:

This position works closely with the Head of School and the Board of Trustees and supervises a staff to provide leadership for the advancement program as it builds a strong culture of philanthropy through the school and community. The goal of the Director of Advancement is to design programs of giving that attract the maximum support possible to the institution.

Essential Duties and Responsibilities: Other duties may be assigned.

- Establish and execute forward-thinking development / advancement and strategic programs that optimally grow the annual, major, and capital campaigns; alumni gifts; and planned giving.
- Oversee all aspects of the advancement program, including fundraising, leading the annual giving program, guiding the capital campaign, soliciting corporate and foundation proposals; creating a strong alumni association, and special advancement events.
- Identify, research, and spearhead the implementation of a diverse and multifaceted fundraising program to support the school's strategic vision, cultivating a culture of giving and gratitude across all constituencies and socio-economic strata.
- Collaborate with the admissions office on PR initiatives and the communications office to create/produce fund raising-related communication materials to expand and enhance the school's visibility and reputation.
- Identify corporate and foundation funding opportunities and help draft grant applications.
- Coordinate the school's parents' association and volunteer efforts.
- Strengthen relationships with the school's alumni and further develop alumni programming.
- Personally solicit major donors.
- Enhance existing relationships while building new relationships, systems, and programs that further tap into the generosity and resources of the community.
- Plan and coordinate annual fundraising and friend-raising events, in collaboration with the Head of School and parent committees.
- Maintain a database of all contributors and provide advancement reports as required.
- Manage the advancement budget.
- Supervise and nurture the advancement office staff.
- Represent Lamplighter in several community partnerships, such as the Commit Partnership, Perot Museum, and Dallas Arboretum and Botanical Society.

- Nurture and maintain a highly collaborative relationship with the Head of School, the Board chair, and individual board members, supporting them in all their fundraising responsibilities, and accompanying them on donor visits when appropriate.

Education and Experience

- Bachelor's degree required. Master's degree and/or specialization in nonprofit management preferred
- CFRE certification a plus
- 7+ years of experience in the nonprofit sector and in fundraising
- Independent school experience preferred
- Proven success in directly soliciting and closing charitable gifts

Job Knowledge, Skills, and Abilities

- Strong interpersonal skills and ability to work with all the school's constituents while maintaining strict confidentiality
- Effective verbal and written communication skills
- Strategic thinker with a "can-do" style
- Outstanding knowledge of fundraising data software and database management software (Raiser's Edge preferred)
- Experience working with and motivating volunteers and staff members
- Familiarity with the local community preferred
- Thrives in a highly fast paced environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts

Physical Demands:

- Occasionally lift up to 30 pounds
- Generally works in standard office conditions and climate
- Works in a highly fast paced environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time