Position Opening: Director of Advancement

The Search
An excellent opportunity to be a strategic thought partner and lead Advancement efforts for one of the most distinguished all-girls secondary schools in greater Cleveland at a pivotal time in its nearly 175-year history. The chief fundraising professional oversees a team of development professionals and manages a comprehensive fundraising program that encompasses capital campaigns, major gifts, planned gifts, grants and foundation relations, special events, alumnae relations and annual gifts. The successful candidate will work seamlessly with the President, Advancement Committee of the Board of Directors, and other members of the President’s Leadership Team.

About Beaumont School
Beaumont School was founded in 1850 by a committed and forward-thinking group of Ursuline Sisters. Since its founding, Beaumont has been the premier institution in Cleveland to educate young women who will change the world. Beaumont School is rooted in the example set by the Ursuline Sisters and Saint Angela Merici. It is on the shoulders of these women, and other pioneers like them, that Beaumont School stands as it enters a new era – one that is marked by innovation, entrepreneurship, social justice, and equity and inclusion. We are seeking a Director of Advancement who is committed to these values and to building strong relationships with our stakeholders.

Nature and Scope of the Position
The successful candidate is a proven development officer who possesses exceptional verbal and written communication skills. This person will be able to interact successfully with individuals of affluence and influence with a focus on building relationships that ultimately develop into philanthropic returns to the school. The Director must be organized and comfortable managing diverse and sometimes changing assignments, as well as lead an Advancement Team successfully through assignments. Leadership, accountability, communication and follow through are critical skills. Understanding of general principles and practices of accounting and finance is helpful.

As a Catholic, mission-driven school, the successful candidate must have some understanding of Catholic faith and respect for the Ursuline tradition.
Reports to: President of Beaumont School

Status: Exempt, full-time, year-round

Requirements:

- Bachelor’s degree required
- Minimum of seven years of successful experience in fundraising, including a proven ability to manage a team and work collaboratively across departments, with leadership and Board members.
- A relationship builder; persuasive, intuitive, with personal warmth and passion regarding the mission to prepare young women for the future
- Ability to lead, inspire, mentor, and manage staff
- A well-organized, creative, resourceful team player
- Excellent communicator both verbal and written
- Demonstrated ability to think strategically and a capacity to write fluently and persuasively
- Effective problem solver and decision maker who is not intimidated by challenge
- Independent working style with ability to collaborate and prioritize
- Effective personal and interpersonal behaviors, including good listener, good sense of humor, quick learner, respect for others and accountability
- High energy level; enjoys visiting with donors, and open to travel
- Proficiency in Microsoft Office, Word, Excel, PowerPoint, Outlook

Position Responsibilities and Expectations:

- Plan and implement annual fundraising program based on revenue needs and donor ability, including capital campaign, major gifts, planned gifts, annual fund, grants, alumnae giving and special events.
- Actively manage Advancement Staff, including alumnae relations, annual fund, special events, foundation relations and grants.
- Develop and manage key donor relationships.
- Oversee ongoing stewardship and recognition programs for donor constituents (scholarships, giving societies, major gifts, planned gifts, etc.)
- Work with President and Board of Trustees to develop comprehensive campaigns in support of strategic plan.
- Develop and manage departmental budgets, revenue goals and expenses.
- Other duties as assigned.
Salary and Benefits:
1. Salary is commensurate with experience
2. Medical, dental and vision benefits
3. 403(b) plan
4. Tuition remission for eligible employees

Application Process:
Please apply online at https://www.beaumontschool.org/about/employment where you can submit a letter of interest, resume, and references in .pdf format.

Beaumont School is an equal opportunity employer. Our intent is to recruit, hire, and train, all persons in all job groups in accordance with the law, without regard to race, color, religion, sex, age, marital status, disability, national origin, sexual orientation and/or gender identity, or any other protected status.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak. The employee is required to sit, stand, stoop, lift, bend, walk, push, pull, use hands to finger, handle, or feel and reach with hands and arms, and other physical exertion (including but not limited to travel by car). Specific vision abilities required by this job include close vision (including but not limited to reading and computer use), color vision, distance vision, depth perception, and ability to adjust focus.

Employee may also be required to periodically lift and carry moderately heavy materials weighing up to approximately 25 pounds. Physical demand requirements are in excess of those for sedentary work.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. General office environment. Work is primarily, but not exclusively, in a climate-controlled with minimal safety/health hazard potential or work hazards; however, there are sometimes stressful conditions. Working conditions will require working in front of a computer for several hours. Occasionally working outside, standard working days or hours is required. Frequent in-person meetings for individuals or groups, tele-meetings, and phone calls. Travel to meetings with alumnae. The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur during
school announcements or when the employee attends school functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Beaumont School is a smoke-free and weapons-free property.