

Position: Director of Institutional Advancement

Full-time position at Our Lady of the Elms School.

Our Lady of the Elms is an independent, private, Catholic school immersed in the Dominican tradition of education and dedicated to meeting the intellectual, spiritual, social and personal needs of girls grades one through 12 and co-ed students in preschool and Kindergarten.

Responsibilities include:

- Developing and implementing an integrated, comprehensive fundraising program designed to achieve the School's financial and fundraising goals;
- Optimizing donor research and identification, cultivation, solicitation, and stewardship as part of a comprehensive institutional advancement program;
- Assuring that all advancement functions – including corporate and foundation support, major donor cultivation and solicitation, records maintenance, stewardship, and gift acknowledgement – perform optimally in support of the School;
- Maintaining close relationships with major donors and private foundations as a means of continuing to build endowment and to fund substantial programs;
- Identifying prospects for major gifts and, both personally and with the Board of Trustees, cultivating meaningful relationships with them in order to secure significant contributions;
- Developing, implementing and evaluating a comprehensive grant program to successfully reach the capital campaign goals

Qualified candidate should have a proven track record of at least three years in the field of institutional advancement, a background in leadership roles with annual and major gift programs, multi-million dollar capital campaigns, planned giving, foundation grants, alumnae relations, and special events and successful experience in and enthusiasm for donor cultivation and major gift solicitation. Bachelor's degree required, Masters or other advanced degrees a plus. Knowledge and experience with Raiser's Edge a plus.

Please send resume and references to Carli Kistler-Miller at cmiller@theelms.org or 1375 W. Exchange St. Akron, Ohio 44313. Submission deadline is July 16, 2010.