



DIRECTOR OF ADVANCEMENT

Classification	Exempt
Reports To	Head of School
Location	Austin, TX, USA
Job Closing Date	Open Until Filled

JOB DESCRIPTION

Summary/Objective

Magellan International School in Austin, Texas, is seeking a Director of Advancement. This role will build upon Magellan's fundraising successes and be responsible for the design and implementation of all fundraising plans for the school. This role will advance the mission of the school by securing philanthropic resources to fulfill identified annual, capital and endowment priorities. The successful candidate will bring best practices in advancement and engage the entire school community in shaping strategy, priorities, structures, and plans for supporting a culture of philanthropy and growing revenue.

Essential Functions

Fundraising & Donor Stewardship

- Lead the Siempre Magellan Capital Campaign, to raise \$7.5 million over a five-year period.
- Direct and/or perform necessary fundraising activities, including identification, qualification, and assignment of prospects, cultivation, solicitation, closure, and stewardship.
- Manage funding plans which may include, but not be limited to annual giving, planned giving, special events, major gifts, partnerships and sponsorship programs.

Strategic Leadership & Planning

- Set a strategic direction for the school's fundraising efforts, which includes identifying priorities, policies, strategies, and tactics to advance non-tuition revenue to include unrestricted giving as well as restricted gifts to support co-curricular, educational, and capital projects.
- Collaborate regularly with the Board of Directors and attend all Board meetings.
- Present Advancement metrics as needed.
- Develop and guide the implementation of a comprehensive advancement plan that meets the funding needs of the school, including annual operating, capital and endowment initiatives.

Operations & Technology Management

- Collaborate with the Business office on all fundraising receivables on a regular basis to ensure data integrity and all budgeting for the Advancement department.
- Oversee the department's use of various technology platforms, such as Blackbaud Raiser's Edge, GiveCampus, Double the Donation, Blackbaud ResearchPoint & Blackbaud Core (K-12).

Communications & Community Engagement

- Direct and collaborate with parent volunteers and the Special Events' Coordinator, the annual Gala, a major fundraising initiative at the school.
- Act as a partner and the liaison between the school and MISPA, the school's parent organization.
- Collaborate with, manage, and/or recruit key fundraising volunteers to support fundraising efforts for the year including the school's annual fundraising auction.



Magellan International School

Colegio Internacional Magallanes

麦哲伦国际学校

- In coordination with the Marketing & Communications Director, develop and execute communication and marketing plans that engage internal and external constituents for fundraising initiatives at the school.
- Explore the development of alumni programs to support their engagement in the school .

Other Duties

Performs other duties as assigned, which may change at any time with or without notice.

Required Qualifications

- Bachelor's degree in related field and at least five years of documented non-profit fundraising or management experience.
- Demonstrated success in a broad range of fundraising areas in an educational institution, preferably a private school or university, or an environment of similar complexity.
- Experience in facilitating individual giving, major gifts, corporate and foundation relations is essential.

Salary and Benefits

A competitive salary package commensurate with experience, including medical and supplemental benefits, tuition discount for dependent children, retirement offerings, and paid time off. The salary range budgeted for this role is 90-95K.

Work Environment

This job operates in a professional office in a school setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. It requires constant interaction with stakeholders in a variety of settings.

Position Type and Expected Hours of Work

"Core" work days are Monday through Friday. The precise length of day may vary. Availability during occasional nights and weekend events.

Travel

Some out-of-area travel may be expected, but is not common.

Additional Eligibility Qualifications

A criminal history background check will be required for finalist(s) under consideration for this position. If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable and original documents to prove your identity and authorization to work in the United States.

Equal Opportunity Employer

MIS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability, genetic information, veteran status, or any other protected characteristic in accordance with applicable law.

