

**Director of Advancement & Alumni Affairs
Epiphany School**

Epiphany School a pre-K – 6th Grade elementary school seeks a part-time Director of Advancement & Alumni Affairs

The Director is responsible for managing the school's Alumni Affairs and fundraising

Responsibilities

Responsible for managing the relationship between the school, its alumni, and the Friends of Epiphany School. Plans and implements programs and projects that engage alumni in strengthening and providing tangible benefits to the school

Plan and implement a development and fundraising program

Work with various organizations to secure funding and sponsorships

Plan fundraising events, interact with former donors to encourage ongoing contributions and seek opportunities for financial support through grants and sponsorships

Develop and maintain strong relationships with parents, community organizations, and area businesses

Plan and organize events and receptions for alumni

Cultivate relationships with community members, alumni, faculty, and Epiphany supporters

Create, implement, and report on annual goals, and objectives for ongoing fund-raising activities to support the school

Qualities and Preferred Skills

Excellent communication and interpersonal skills required.

Organizational, time-management and problem-solving skills needed.

Excellent writing and verbal skills, including the ability to present in front of large and small groups and communicate in a compelling manner on behalf of the school.

Knowledge of grant writing.

Ability to lead by example and move projects and the school forward through creativity and cooperation.

Appreciation and understanding of a faith-based independent school environment. Knowledge and experience with independent school admissions and marketing a plus.

Ability to develop strategies, implement operational plans, meet goals, and pivot based on shifting priorities and circumstances.

Passionate about the work and mission, highly organized, and extremely detail oriented.

Ability to work independently

Creative out-of-the-box thinker who is both innovative and entrepreneurial

Qualifications:

Bachelor's Degree preferred

Welcoming individual with a strong moral compass and good sense of humor

Creative self-starter with a positive outlook who is approachable and available

Ability to communicate Epiphany school vision, mission, and values

Good communication and interpersonal skills.

Ability to work independently

High energy results oriented.

Creative out-of-the-box thinker who is both innovative and entrepreneurial.

11.8.2023