



# Director of Advancement

**Organization:** Philips Academy

**Location:** 3115 Providence Road, Charlotte, NC 28211

**Reports to:** Executive Director

## Position Overview

Philips Academy is seeking a dynamic and strategic Director of Advancement to lead our philanthropic efforts during an exciting period of institutional growth. We are looking for a "builder" who can scale our fundraising operations to match our vision.

Reporting directly to the Executive Director, the Director of Advancement serves as a key member of the leadership team. This individual will be the primary architect of a comprehensive fund development strategy, ensuring that our students continue to receive the unique "Real Learning for Real Life" education that defines Philips Academy. The ideal candidate is a relationship builder who can balance high-level strategic planning with the hands-on execution required in a small, mission-driven environment.

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## Key Areas of Responsibility

### *1. Strategic Fundraising Leadership*

- **Strategy & Vision:** Design and execute a multi-year development plan that diversifies revenue across individual giving, major gifts, corporate partnerships, foundation grants, and special events.
- **Growth Management:** Set and achieve ambitious annual targets, utilizing data-driven insights to forecast trends and optimize campaign performance.
- **Culture of Philanthropy:** Work with leadership to foster a culture of giving throughout the school community, including staff, parents, and alumni.

### *2. Major Gifts & Individual Giving*

- **Portfolio Management:** Directly manage a portfolio of high-capacity donors; leading the identification, research, cultivation, and solicitation of major gift prospects.
- **Annual Fund:** Oversee the Annual Fund's growth, moving beyond transactional giving to a relationship-based model across digital, mail, and personal outreach.
- **Legacy Giving:** Explore and initiate long-term giving opportunities and endowment support.

### *3. Institutional & Corporate Partnerships*

- **Grant Strategy:** Oversee the full lifecycle of grant management—from identifying new foundation opportunities to high-quality proposal writing and impact reporting.
- **Corporate Engagement:** Build meaningful partnerships with Charlotte-area businesses, aligning their philanthropic goals with Philips Academy's mission.

### *4. Board Engagement & Stewardship*

- **Board Liaison:** Partner with the Executive Director to empower the Board of Directors in their fundraising roles, providing them with the tools, data, and confidence to be effective ambassadors.
- **Stewardship Excellence:** Maintain a best-in-class donor recognition program that ensures every donor, regardless of gift size, understands their impact.
- **Communications Collaboration:** Partner with the Marketing & Communications Director to produce the Annual Report and compelling storytelling content that drives donor retention.

### *5. Operations & Data Integrity*

- **CRM Management:** Ensure the integrity of the donor database to track interactions and drive moves-management.
- **Financial Reporting:** Ensure accurate gift processing, reconciliation, and transparent reporting to the Board.

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## **Qualifications & Experience**

- **Education:** Bachelor's degree required; CFRE (Certified Fund Raising Executive) or advanced degree preferred.
  - **Experience:** 5–10 years of progressive fundraising experience, with a proven track record of securing five- and six-figure gifts.
  - **Communication:** Exceptional "storytelling" skills—the ability to write and speak with passion, clarity, and persuasion.
  - **Technical Savvy:** High proficiency in donor management software (CRM), Microsoft Office Suite, and digital fundraising tools.
  - **Attributes:** A "connector" who genuinely enjoys meeting new people and building community.
    - Highly organized with the ability to manage multiple projects in a fast-paced school environment.
    - A deep personal resonance with the mission of Philips Academy.
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## Compensation & Benefits

Philips Academy offers a competitive compensation package designed to support the well-being and professional growth of our leadership team.

- **Salary Range:** \$80,000 – \$110,000 (commensurate with experience and proven fundraising track record).
- **Health & Wellness:** Comprehensive medical, dental, and vision insurance plans.
- **Work-Life Balance:** **4 weeks** of Paid Time Off (PTO) annually
  - **Generous Holiday Schedule:** Observation of all standard school holidays and academic breaks (e.g., Winter Break, Spring Break).

## To Apply

Please submit a cover letter and resume to **dhofland@philipsacademync.org**. In your cover letter, please highlight a specific instance where you successfully scaled a fundraising initiative or secured a transformational gift.