

Job Title: Director of Advancement

Start Date: Immediate

Salary: Based on experience

Reports directly to: Head of School

Department: Advancement and Admission Team

Position Description:

Antilles School seeks an experienced and accomplished advancement professional with demonstrated expertise in enrollment, fundraising, alumni development, marketing, communications, events management, and community engagement.

The Director of Advancement provides a vision and strategic direction for identifying, cultivating, soliciting, and stewarding support to provide for long-term financial sustainability. The Director of Advancement's personal and professional skills match the School's culture and will inspire and enable Antilles to achieve its vision for the future through leadership of the Advancement Office.

Primary Responsibilities:

- Managing Advancement Team including: Admission, Communications, Alumni, Fundraising, and Events
- Partnering with key internal stakeholders
- Designing, articulating, and implementing an ambitious and thoughtful advancement program
- Communicating the mission and vision of Antilles School with prospective families and donors
- Overseeing all fundraising, volunteering, alumni activities, and constituent relations
- Creating and overseeing policies and protocols of the Advancement Office
- Fostering a vibrant culture of philanthropy so that giving time and financial resources is a joyful and meaningful experience for donors and volunteers
- Working with prospective donors to determine their philanthropic interests as related to the School's fundraising goals and giving opportunities
- Cultivating and stewarding lifelong support and donors for the School
- Soliciting and securing leadership gifts
- Developing grant proposals for foundations and corporations
- Developing fundraising training for Trustees and other leadership volunteers
- Other duties as assigned by the Head of School

Skills, Qualifications, and Experience:

The Director of Advancement has an impeccable work ethic, a high-level of analytical ability, and excellent interpersonal, communication, and computer skills. A successful candidate has the ability to work independently and the ability to forge effective working relationships with a broad range of internal and external constituents. This leadership position requires both big- picture thinking and attention to detail, managing multiple tasks and priorities effectively. An understanding of, and a commitment to, a culturally and ethnically diverse population is essential.

Qualifications Include:

- At least 3-5 years of related experience
- A bachelor's degree required; a master's degree is desirable
- Exceptional interpersonal skills and the ability to foster positive relationships
- Excellent oral and written communication skills
- The ability to work collaboratively with coworkers and other school community members
- A strong understanding of donor recognition and stewardship
- Ability to maintain clear, accurate records, and prepare accurate timely records and reports
- Understanding of development software and strong computer literacy

School Description:

Antilles School is an independent coeducational day school located on St. Thomas, in the US Virgin Islands. Antilles enrolls approximately 400 students in a toddler program through grade 12.

Excellence, Diversity and Community are the guiding principles for each day at Antilles. We pride ourselves on inspiring each student to reach his/her potential in a multicultural setting that is one of the hallmarks of our School. Antilles combines educational excellence and character development to transform our students into young adults prepared for college, career, and life. Antilles strives to develop the whole child through challenging academic courses, technology, music, art, and athletics.

Antilles School is committed to maintaining an atmosphere of collaborative learning, to building a diverse community based on mutual respect, and to fostering social and emotional learning as well as social equity, diversity, and inclusivity into our school life.

Antilles School is an Equal Opportunity Employer. Antilles does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. Employment decisions are decided on the basis of qualifications, merit, and demonstrated need.

Application Procedure:

Send letter of interest, resume, and references to Shannon Harris, Head of School, Antilles School, 7280 Frenchman Bay, St. Thomas, VI 00802 or via sharris@antilles.vi.