



**Position Opening: Advancement Director, Full-Time**

**Application Deadline: October 31, 2022**

**Organization Overview**

Countryside School is an ISACS accredited, independent school serving 150 students in kindergarten through eighth grade in Champaign, Illinois where the University of Illinois is located. We offer students a broad hands-on education that integrates a challenging core curriculum with art, music, drama, technology, world languages, physical education, character development, and global community service.

**Position Overview**

Countryside School seeks an experienced development professional to serve as our Advancement Director. The Advancement Director's role is to further Countryside's mission through fundraising and to foster a culture of philanthropy among the Countryside community. The Advancement Director will oversee institutional advancement, including planning and managing all cultivation and fundraising activities and focused communications. The Advancement Director serves on the Administration Team and works closely with the faculty. The Advancement Director reports to the Head of School.

**Specific Responsibilities**

- Develop strategy and oversee day-to-day operations of the advancement program including: Excellence Fund (annual fund), major gifts, endowment, campaigns, and yearly development goals.
- Cultivate, engage, and solicit current parents, alumni, alumni parents, grandparents, current and former faculty and staff, and friends of the school to increase all types of giving at Countryside.
- Collaborate closely with the Director of Communications and Alumni Relations.
- Support planning and execution of special events.
- Serve as the staff liaison for the Countryside School Association (PTO).
- Create print and electronic communication materials related to fundraising and advancement at Countryside.
- Process gifts and generate acknowledgement letters.
- Serve on the Administration Team and attend meetings.
- Support the Head of School, as needed.

**Qualification & Skills**

- Minimum of a Bachelor's degree (Master's Preferred) in liberal arts, business, communications, or related/equivalent experience.
- Successful experience in fundraising, public relations, marketing, and/or business, preferably in a non-profit setting.
- Poise, good judgment, and professionalism to work with a broad range of constituents of the school.

- Outstanding written and verbal communication skills.
- Detail-oriented and deadline driven.
- Ability to build relationships.
- Collaborative and cooperative mindset.
- Ability to maintain the highest level of integrity and confidentiality.

**Salary:**

Competitive Salary commensurate with experience.

**Background Check:**

All Countryside School employees and volunteers must agree to a comprehensive background check.

**To Apply:**

Individuals interested in the position must provide:

- Cover letter
- Resume
- List three professional references

Please include the job title in the subject line of your email and send this information to Krystal Young, Head of School, at [young@countrysideschool.org](mailto:young@countrysideschool.org). Applications will be reviewed on a rolling basis.

Countryside School is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.