



JOB DESCRIPTION - ASSOCIATE DIRECTOR OF ADVANCEMENT

Title:	Associate Director of Advancement
General Description:	<p>The Associate Director of Advancement will help develop a culture of philanthropy at LuHi. This individual will bring new ideas and fresh perspectives to promote LuHi's development efforts. The Associate Director will provide educational opportunities to LuHi's various constituent groups including families, students and alumni on the vital importance of philanthropy to LuHi's vision, mission and core values. This person will have an understanding of and experience with moves management to systematically transition donors. The Associate Director of Advancement will place a priority on LuHi's annual fund and events as a springboard to the success of the Rise. Shine. Campaign.</p>
Responsibilities:	<p>The Associate Director of Advancement shall:</p> <ol style="list-style-type: none">1. Report to the Head of Advancement.2. Manage all aspects of fundraising in collaboration with the Advancement Team.3. Maintain statistical reports on all aspects of development trends, donor capacity, and demographic analysis, and report on such matters to school constituencies.4. Be involved in school life, attending school meetings and student events; engaging with students, parents, faculty and staff to build relationships and understand the school experience.5. Maximize the impact of special events and alumni engagement related to development, including the Golf Outing, Bid-for-Kids Auction, Homecoming, and Connected and Growing regional gatherings.6. Further life-long giving initiatives and planned gifts, including the Legacy Circle program.7. Help identify and plan new fundraising strategies.8. Oversee expanded grant/foundation relations and fundraising/cultivation efforts.9. Perform other duties as assigned by the Head of Advancement.10. Support additional projects as assigned by the Head of School.
Qualifications:	<ul style="list-style-type: none">• Bachelor's degree required, Master's degree preferred• Ability to think strategically and creatively• Work independently, establish priorities, meet deadlines• Ability to connect and collaborate with a variety of constituents
Reports to:	Head of Advancement
Salary Range:	\$100,000 - \$120,000, (commensurate with experience).