



JOB TITLE: Director of Advancement Information Services

DEPARTMENT: Advancement

REPORTS TO: Director of Advancement

FLSA STATUS: Exempt

SUMMARY

Hathaway Brown is seeking a dynamic and strategic Director of Advancement Services to lead our efforts in enhancing our advancement operations. This role will focus on managing and optimizing our fundraising systems, donor relations, prospect research, and alumnae engagement initiatives to support our school's mission and goals. This individual is responsible for creating and implementing efficient and accurate processes, practices and policies across the department that will lead to more data-informed decision making and fundraising success. The Director will play a key role in long range and short-term planning for areas of database management and integrity, gift processing, prospect identification and management, reporting and data analysis and system enhancements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- System Management: Oversee and maintain the advancement database and related systems, ensuring data integrity and accessibility.
- Strategic Planning: Collaborate with the advancement team to develop and implement strategies for fundraising, donor stewardship, and alumnae engagement.
- Data Analysis: Analyze fundraising metrics and trends to inform decision-making and optimize strategies for donor engagement and retention.
- Training and Support: Provide training and support to staff on database usage and best practices in advancement operations.
- Collaborate with Major Gifts Officers, Alumnae Engagement, and Head's Office on strategies and data to support engagement efforts.
- Develops and implements a proactive strategy to identify prospective donors and assess their capacity and inclination, ensuring robust and strategically constructed prospect portfolios, and implementing innovative approaches to identifying new potential donors.
- Provides leadership in proactive pipeline management for the team to enable annual and long-term goals to be achieved.

- Provides strategic leadership in partnering with the Finance Office to create stronger synergies and more effective processes and communication to ensure the highest level of operation.
- Reporting: Prepare and present regular reports on fundraising progress and system performance to the Head of School, Board of Trustees, Director of Advancement.
- Responsible for possessing comprehensive knowledge of relevant business standards such as IRS regulations for gift recording and receipting and CASE standards, operating guidelines and reporting requirements, and basic understanding of generally accepted accounting principles .

QUALIFICATIONS:

- Bachelor's degree required; advanced degree preferred.
- Minimum of 7-10 years of experience in advancement or development operations, preferably in an educational or non-profit setting.
- Proficiency in fundraising software and CRM systems; experience with Blackbaud/Raiser's Edge software preferred.
- Strong analytical skills and attention to detail.
- Excellent interpersonal and communication skills.
- Ability to work collaboratively in a fast-paced environment and manage multiple projects.
- Outcomes-oriented work style.
- Optimistic and empowered attitude.
- Creativity and high energy.
- Unparalleled personal integrity and respect for confidentiality, prudence and discretion.
- Ability to work some evenings and weekends as required.

WHY HATHAWAY BROWN:

- Competitive salaries for Independent Schools
- Comprehensive medical, dental and vision package, 403(b) plan with matching
- Employer covered life insurance
- Employee Assistance Program
- Voluntary insurance offerings: additional life, accident, critical illness,
- Professional development program
- Wellness credit
- Collaborative teaching environment with seasoned professionals

DIVERSITY, EQUITY AND INCLUSION

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development,

curricular and extracurricular programming, and school culture. We believe that these communities must be centered on the work we do. Hence, we strongly encourage applications from people who are members of other marginalized communities. Click [here](#) to be directed to our full DEI Statement.

ABOUT HATHAWAY BROWN

Hathaway Brown School has a rich 148-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our approximately 825 students and 225 faculty and staff come to Hathaway Brown from 70 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

TO APPLY:

Interested candidates should email a resume and cover letter to hrstaffing@hb.edu. If you have any questions you may contact Meredith Cavell, Director of Human Resources at 216-320-8112.

EOE