



Pardes Jewish Day School is a premier Jewish independent school for children in grades kindergarten through eighth grade, founded in 1993. Pardes is the largest Jewish Day School in Arizona, located in Scottsdale. The School prepares students to become outstanding members of society through a rigorous secular and Judaic education, a nurturing community, and a foundation in Judaism that welcomes all Jewish traditions.

**POSITION:**

**Director of School Advancement**

**REPORTS TO:** Head of School

**JOB PURPOSE:** The Director of School Advancement works to achieve annual philanthropic goals that include participation, increases in new donors, and annual financial goals.

The Director of Advancement reports to the Head of School, and as member of the leadership team, directs the organization's fundraising efforts. This position will possess an entrepreneurial mindset, coupled with strong skills in all areas of traditional fundraising, including major gifts, foundation, and endowment. The Director of Advancement will create and execute a communications strategy to strengthen Pardes' brand with external audiences to further build on the donor base. Serve on the Administrative Team. Serve as a role model to faculty through the active participation and leadership opportunities in professional organizations

**ESSENTIAL JOB FUNCTIONS:**

**Fundraising**

Supplement Pardes' earned income with sustainable and renewable philanthropic dollars from individuals, foundations, and corporations.

Specific tasks include:

- In collaboration with others, adapt and execute a multi-year fundraising plan for the growth and maintenance of The Pardes Fund, major donor program, and grants to meet or exceed annual development plan goals.
- Contribute to the execution of Pardes' organizational strategy by strategically leveraging the time of the Head of School to advance development effort
- Collaborate with the HOS/Development Committee (and, on occasion, other staff) to identify, research, cultivate, solicit, and steward individual and institutional prospects and donors
- Personally solicit assigned prospects to make a financial contribution to Pardes
- Develop and implement effective fundraising appeals (both written and online) and platforms that will lead to sustained and upgraded giving
- Prepare high-quality grant proposals, reports, mailings, and acknowledgements
- Identify, screen, and negotiate with outside vendors of fundraising

- Conduct prospect research to identify new potential donors and determine appropriate ask amounts for existing prospects
- Create and submit for approval development policies and protocols, such as a gift acceptance policy and donor recognition levels
- Ensure that Pardes is in compliance with all local, state, federal, and industry regulations and standards regarding the operation of nonprofits
- Oversee Life and Legacy and Planned Giving programming
- Perform other duties as assigned by the Head of School
- Collaborate on marketing and communication initiatives to expand and enhance the school's visibility and reputation, including collaborative work on the School's publications
- Build and grow the Alumni and Alumni Parent network
- Act as Liaison for Board - Dev. Committee, Keshet parent group, Nominating Committee, and other committees as needed
- Manage the Grandparent program

### **REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND EXPERIENCE:**

#### **Qualifications (preferred):**

- Bachelor's degree or higher from an accredited institution in a related field.
- Minimum of 5-10 years non-profit fundraising experience

#### **Environment:**

- Office environment
- Public Relations

#### **Physical Demands:**

- Sitting, standing and walking for extended periods of time.
- Read handwritten documents and other records or reports.
- Some light lifting and carrying.
- Dexterity of hands and fingers.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials and monitor children.
- Reaching overhead, above the shoulders and horizontally to retrieve and file materials.
- Bending at the waist, kneeling or crouching.

#### **Working Relationships:**

- Personal qualities: Integrity, credibility, collaborative and strong interpersonal and communication skills, and sense of humor
- Engage in activities including academics, admissions, athletics and arts to better understand and articulate appropriate messages
- Ability to maintain confidential and positive working relationships with administrators, faculty, staff, parents, students, school and community organizations and the general public.
- Coordinate and facilitate communications and serve as liaison between administrators, faculty, staff, parents, students, school and community organizations and the general public.
- Abilities and interests: A desire to support and move forward Jewish Day School Education; an unwavering commitment to Pardes Jewish Day School's mission

*Pardes Jewish Day School, as an equal opportunity employer, does not discriminate in its hiring of employees on the basis of race, color, sex, sexual orientation, religion, creed, national origin, citizenship,*

*marital or veteran status, age or disability. We actively seek diversity among faculty and administration as well as among students.*

*Revised February 5, 2023*