

Title: Director of Institutional Advancement

Department: Advancement and Alumni Relations

Reports to: President

Founded in 1789, Georgetown Preparatory is a Jesuit, Catholic college preparatory day and boarding school for young men in North Bethesda, Maryland. The School has recently completed a successful $72M capital campaign, having exceeded its original goal. The School has set an ambitious goal of doubling its $2.3M annual giving program over the next five years, and is reinvesting in its planned giving function to continue engaging a dedicated alumni and parent community. The Development Office is prepared to capitalize on this momentum by deepening relationships with its constituents and by building a sustainable culture of philanthropy under new leadership. To learn more about Georgetown Prep visit [www.gprep.org](http://www.gprep.org)

**Summary of Position Purpose:**

Georgetown Prep seeks an ambitious fundraiser and persuasive leader to engage the School’s supporters and collaborate with the administration and academic leadership while managing a team of seven (7) across the Advancement Office. The Director will oversee many facets of the fundraising program, and be responsible for the organization’s philanthropic relationship building efforts through the cultivation, solicitation, and stewardship of current parents, alumni, past parents, grandparents, and other strategic constituencies, and will carry a portfolio of major gift prospects. The successful candidate will take an entrepreneurial approach to the work, implement best practices in development, and embrace the traditions and culture that make Georgetown Prep a special place in the hearts and minds of its supporters. This position requires superb organization and interpersonal skills as well as the capacity to manage the work of others effectively. An ideal candidate will deeply enjoy solicitation, adopt creative ways to integrate data with purposeful and strategic fundraising, and have experience developing others in their career. The Director will possess superior communications skills, a high degree of emotional intelligence, and a strategic mindset. The Director will demonstrate personal accountability, embody the values of the School, and operate with integrity, humility, and professionalism.

**Responsibilities:**

* Provide strategic guidance to the President and Board of Trustees on fundraising and development matters, including data analysis, trend analysis, and benchmarking against peer institutions.
* Develop and execute a comprehensive fundraising plan to support Prep’s annual and long-term goals, including major gifts, annual fund, and partner with the Executive Director of the Haas Society (Prep’s director for planned giving initiatives).
* Partner with the Office of International Programs to develop a comprehensive fundraising plan to support the stewardship of Prep’s international alumni and families.
* Cultivate relationships with current and prospective donors, identify new funding opportunities, and manage a portfolio of major gift prospects.
* Develop and manage a team of development professionals, ensuring accountability and alignment with Prep’s mission and values.
* Partner with the School's Marketing and Communications team on strategic initiatives and projects, aligning with Prep’s branding and messaging.
* Collaborate with faculty, staff, and volunteers to identify stories and messages that highlight the School's impact and promote community engagement.
* Develop and implement policies and procedures to ensure compliance with ethical standards, legal requirements, and best practices in fundraising and communications pertaining to institutional advancement.

**Qualifications:**

* Minimum of 7-10 years of experience in fundraising and development, preferably in an educational or non-profit setting.
* Proven track record of success in developing and implementing fundraising strategies, securing major gifts, and achieving annual fundraising goals.
* Strong leadership and management skills, with the ability to lead and mentor a team of development professionals.
* Demonstrated ability to strategize, implement, and build major gift programs and activities, along with a talent for motivating a team and volunteers.
* Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment.
* High professional and ethical standards for handling confidential information.
* Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
* Excellent written, oral, and interpersonal skills; demonstrated personal solicitation experience.
* Strong computer skills and knowledge of database research and maintenance.
* Ability to work with students, as well as volunteers of all ages.
* Must be able to travel and work evenings and weekends as needed.
* Familiarity with Catholic and Jesuit education is a plus.

**How to apply:**

All interested candidates should submit the following through our website portal: https://www.gprep.org/about/employment:

1. A letter of interest

2. Resume

Compensation is commensurate with experience. Georgetown Prep offers a comprehensive and competitive benefit package (including Health, Disability, Sick and Vacation leave, 403B retirement plan with match, and a variety of other employee valued benefits). We are a fully-vaccinated campus for COVID-19 and do require the vaccine as a condition of employment for this position.

***As a Catholic institution, Georgetown Preparatory School is an Equal Employment Opportunity employer in compliance with all applicable EEO laws.***

More information about Georgetown Prep is available at [www.gprep.org](http://www.gprep.org/).

*Georgetown Prep's mission is to form men of****competence****,****conscience****,****courage****and****compassion****; men of faith and men for and with others.*