

**Advancement Director**

The Intergenerational Schools (the IG Schools) are a model of three schools – Lakeshore Intergenerational School, Near West Intergenerational School and The Intergenerational School – which serve almost 700 children grades K through 8 in the Buckeye, Collinwood, and Ohio City neighborhoods of Cleveland, Ohio.  The IG School Model is a multi-age, developmental stage-based, and multi-generational learning environment.  The IG Schools have been historically Cleveland’s top-rated charter schools since opening the doors of The Intergenerational School in 2000.  Our schools serve students of every race and socio-economic background though predominantly serving financially under-resourced and underserved families of Cleveland and its first tier suburbs.

**POSITION SUMMARY:**

The Advancement Director is a member of the senior leadership team and is responsible for developing, managing and administering fund development and advocacy for Intergenerational Cleveland, the three Schools’ supporting organization.  With the support of and in collaboration with the Executive Director, Chief Educator, and the Boards of Directors (Intergenerational Cleveland and the School Boards), the Advancement Director will implement a multi-level Advancement plan that will include individuals and major donors, foundations, special events and direct mail efforts. The Advancement Director is responsible for strengthening and diversifying Intergenerational Cleveland’s funding in support of the Intergenerational Schools.  This position will lead the, largely volunteer, team responsible for raising awareness about the work of the Intergenerational Schools and the vital role that they play in serving students, families and lifelong learners in our community.

**Essential Duties and Responsibilities:**

**Fundraising Activities**

* Identify, cultivate, pursue and retain major donor and contributor support;
* Assist the Executive Director, Chief Educator and Board to maintain strong relationships with current foundation, major and individual givers;
* Strategize on and implement efforts to secure new and untapped resources;
* Draft annual and special appeals to build individual giving base;
* Assist with the establishment of an endowment fund;
* Lead a team to produce profitable special events;
* Receive, acknowledge and track all donor contributions, pledges, in-kind donations and other payments;
* Maintain updated mailing lists, donor lists and donor profiles. Analyze fundraising data and prepare reports as needed;
* Oversee the design and production of donor appreciation and recognition communications;
* Support the Intergenerational Cleveland Board;
* Research and write grant proposals, and report to grantors;
* Lead the development, production and dissemination of support materials for fund raising activities.

**Marketing, Advocacy and Public Relations Activities**

* Oversee the design, implementation and management of a campaign to establish Intergenerational Cleveland and Intergenerational Schools’ brand recognition;
* Oversee the design, implementation and management of visibility, media and marketing campaigns for the purpose of fund development, student enrollment and volunteer recruitment;
* Oversee the design and production of a quarterly newsletter and website;
* Assist with program evaluation and production of brochures and the annual report;
* Write and distribute press releases, editorials, and update media list;
* Assist with the development of an advocacy strategy and enlist contracted help as needed for specific campaigns.

**Education and Experience:**

* Requires a bachelor’s degree and/or a minimum of five (5) years’ experience in a nonprofit fundraising environment;
* Extensive computer software experience including, but not limited to Microsoft Word, Excel, and PowerPoint;
* Volunteer management experience required.

**Knowledge Skills and Abilities**

* Strong interpersonal skills;
* Ability to act independently and make decisions as required;
* Ability to collaborate effectively with multiple stakeholders including Principals and other school leaders;
* Highly organized;
* Ability to handle confidential information and pro-actively address issues;
* Ability to work independently or as part of a dynamic leadership team;
* Ability to set and achieve goals.

**Physical Requirements/ Work Conditions**

* Required to work some nights and weekends
* Typical Office Environment

To apply: submit a cover letter and resume to [BKing@TISonline.org](mailto:BKing@TISonline.org) with the subject line: Advancement Director Position.

*Intergenerational Cleveland and The Intergenerational Schools do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, political affiliation or beliefs, athletic performance, special need, genetic information, proficiency in English, physical or mental disability or academic achievement, family/parental status, income derived from a public assistance program, membership in an employee organization, and do not allow reprisal or retaliation for any prior civil rights activity.*