

Position: Director of Advancement

Reports to: Dean of Students

Position Summary:

Directs and coordinates the recruitment, marketing, alumni relations and fundraising for the Conservatory.

Minimum Qualifications:

1. Bachelor's degree.
2. Prior job experience with marketing, fundraising or recruiting.
3. Excellent leadership and managerial skills and the capacity to supervise and lead an advancement team.
4. Excellent marketing and fundraising skills.

Responsibilities:

Recruitment

- ┌ Represent the Conservatory to individuals and groups both on and off campus.
- ┌ Responsible for developing the marketing and recruitment plan under the supervision of the Dean of Students.
- ┌ Oversee the team of Conservatory representatives.
- ┌ Oversee the student representative teams (music, drama, etc.).

Fundraising

- ┌ Develop and manage a strategic plan for increasing contributions.
- ┌ Responsible for Donor relations, grant writing, seeking and maintaining Major Gifts and corporate/foundation gifts.
- ┌ Responsible for Alumni relations.

Perform any other duties as assigned by the Dean of Students.