



Topeka Collegiate School Director of School Advancement

The Director of School Advancement is responsible for cultivating a culture of philanthropy and increasing revenue streams to ensure the vitality and health of the school's financial position. This position reports to the Head of School.

Essential Duties

The Director of Advancement will:

- Identify, research, and execute the implementation of a diverse fundraising program to support the school's strategic vision, cultivating a culture of giving and gratitude across all constituencies and socio-economic strata. This includes the School's endowments, planned giving, and student scholarships
- Strong ability to assess, cultivate, solicit, secure, and steward major gift support from individuals, foundations, and corporations
- Design and execute a strategic advancement program for the School that includes planned giving and annual giving events
- Identify and write grant proposals
- Identify and secure student sponsorships
- Oversee communication with the school community regarding philanthropic priorities
- Oversee database CRM (GiveSmart) and provide development reports as required
- Manage the Advancement budget
- Cultivate and acknowledge all donors and school community members' successes and challenges
- Assist the Head of School with The Sustain Campaign
- Fully support the Topeka Collegiate Strategic Plan 2022-2026

Other Duties

- Collaborate with the Board of Trustees, School Leadership Team, and community leaders to grow and promote the school's culture of philanthropy.
- Other duties as assigned by the Head of School.
- Serve as staff liaison to the Board of Trustees Development Committee

Qualification Requirements

- Proven success in directly soliciting and closing large charitable gifts and events
- Deep understanding and appreciation of non-profit organizations, specifically independent schools
- Outstanding written, verbal, and spoken communication skills
- Organized and inspiring team leader
- Bachelor's degree minimum, Master's Degree preferred
- 5+ years of experience in the nonprofit fundraising
- Proven success in direct solicitation and closing charitable gifts
- Strong interpersonal skills and ability to work with all the school's constituents while maintaining strict confidentiality
- Strategic thinker with a "can-do" style

Full-time, on-site position

To apply, please send a resume and letter of interest to hr@topekacollegiate.org.

Interviews will be ongoing until the position is filled.