Title: Director of Advancement  
Department: Development & Alumni Office (D&A)  
Reports to: Head of School and Board of Trustees of ACS  
Number of Direct Reports: Five  
Location: Beirut, Lebanon

Job Summary

The Director of Development & Alumni Affairs (DoD) is responsible for all aspects of raising funds for ACS. The DoD works in direct cooperation and collaboration with the Head of School and the Board of Trustees, namely the President and the Development Committee members. The DoD is a senior level strategist, fundraiser, manager, and responsible for oversight of all aspects of the development program. Efforts should be directed towards fundraising, public relations and networking, image and marketing, communication with the ACS community and alumni relations.

This position is a member of the ACS Leadership Team. This position is also an ex-officio (non-voting) member of the Board of Governors (BOG) of the Alumni Association of the American Community School at Beirut (AA/ACS). The DoD is an ad hoc member of the faculty.

S/he handles information in strict confidentiality.

Duties & Responsibilities

Specific areas of responsibility include:

Fundraising
- Designs, implements and manages all fundraising activities including annual giving, endowment and capital campaigns, special projects, and other school-related solicitations.
- Plans and implements strategies for identification, cultivation, solicitation, stewardship of major donor and planned giving prospects.
- Through cultivation of major gift donors, the DoD is responsible for substantially increasing the levels of participation, both in numbers of gifts, total giving and donor involvement.
- Assists the Head of school and Board of trustees in building and nurturing long-term relationships that yield significant support from major gift donors.
- Represents the School to various and diverse individuals and groups, including alumni, student families, community leaders, businesses, donors, and board members.
- Oversees the planning of parent and alumni class-based fundraising programs within the Annual Fund.
- Designs, organizes and implements capital campaign planning and solicitation approach strategies.
- In the future, develops a comprehensive planned-giving program.

Board of Trustees Relations
- Works with the Development Committee of the Board of Trustees and the Head of School, developing strategies to initiate and meet fundraising goals, analysing data, preparing reports, and fulfilling assignments.
- Serves as the liaison to the Committee on Trustees (Nominating Committee) of the Board.
of Trustees, researching prospective candidates, preparing nominee packets and reports and fulfilling assignments.

- Assumes responsibility for all Development reports to the Board and other agencies, attends all Board meetings and related functions.

Development Office & the School

- Brings perspective and counsel as a member of the School’s senior leadership team, serving as a member of the Leadership Team.
- Directs and manages staff, including the delegation of assignments, evaluation of staff performance and the overall productivity and efficiency of the department.
- Supervises donor and gift record-keeping, and oversees the management of databases and all records, files, gift processing the pledge reminder and acknowledgement programs.
- Establish and overview development office budget.
- Coordinates development research activities.

Alumni Relations

- Manages and maintains the alumni database.
- Supports the Alumni Association of ACS, and serves as an ex-officio (non-voting) member.
- Organizes alumni events, collects news and information about the members of the alumni for publication, and keeps accurate records of the school’s alumni.

Parent Relations

- Responsible for involving parents in the life of ACS through a parent volunteer committee.
- Identifies and trains a core group of volunteers to assist in annual giving, capital campaigns, special events and other fundraising programs.

Public Relations, Marketing, and Advertising

- Works closely with the Head of School and Director of Admissions to develop public relations plan and an advertising plan.
- Oversees production of all major publications, including the school’s newsletter, the Annual Report, the School’s website, and overseeing publications to promote the school’s fund and friend raising goals and activities.
- Ensures a coordinated publications and communications program to communicate effectively with the School’s various constituencies.
- Creates and implements a communications plan for the Capital Campaign.

Job Requirement

**Education:**

- BA/BS

**Experience:**

- Demonstrated leadership skills.
- Demonstrated capacity to plan strategically and support teams in implementing plans.
- Demonstrated capability for sound judgment and decision making.
- Knowledge of the principles of annual and capital fundraising.
- Experience in conducting successful personal solicitations to raise funds.
- Demonstrated competence in public speaking and delivering presentations to individuals and groups.
- Must be a strategic thinker and a good listener who has demonstrated resourcefulness in working collaboratively
with many constituencies.
- Excellent organizational and planning skills.
- Excellent oral and written communication skills.
- Exceptional interpersonal skills.
- Experience in planned giving programs helpful.
- Willing to approach role and tasks with a commitment to the mission and values of the school
- Work experience in alumni affairs or other strongly related experience in development, marketing, public relations is beneficial.
- Proficient in all Microsoft Office programs as well as modern office equipment.

Competencies:

**Generic:**
- Accuracy/detail oriented
- Organizational skills/multitasking/time management
- Service oriented
- Flexibility/adaptability
- Reliability
- Initiative taking
- Computer literacy
- Communication skills
- Interpersonal skills
- Creativity
- Accountability
- Critical thinking
- Culturally/diversity sensitive

**Specific:**
- Sensitive to school culture

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<th>Name and Signature</th>
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<tbody>
<tr>
<td>Employee</td>
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