



# THE MIAMI VALLEY SCHOOL

**Title: Associate Director of Advancement**

**Reports to: Director of Advancement**

**Salary: \$65,000-85,000**

**The Miami Valley School (MVS).** Our mission is to challenge young people of promise to become self-sustaining learners and compassionate global citizens. For over 60 years, MVS has provided a unique learning option for families in the Dayton, Ohio, community. Here, faculty are educators who are ready to help refine a truly differentiated educational opportunity as MVS becomes a nationally recognized leader in experience-based learning. *Here, every member of the MVS community is committed to transformative, immersive learning in the classroom and during our Immersion term. Equally important is our commitment to Social Emotional Learning (SEL), through which our students learn the skills and competencies necessary to navigate an ever-shifting world with confidence and curiosity. Here, we learn because we do.*

**The Role.** The ideal candidate has the ability to engage constituents and a demonstrated track record of securing gifts with an emphasis on philanthropic gifts that are five-figure and above.

This person brings a strong understanding of **planned giving vehicles** and how they integrate into donor conversations and long-term campaign planning. They are a relationship-builder at their core—someone who leads with **curiosity, empathy, and high emotional intelligence**, and who believes deeply in honoring donor intent and creating meaningful stewardship experiences.

This is NOT an entry-level community engagement and fundraising role; we are seeking a **proven gift strategist** who can confidently engage high-capacity donors, collaborate on comprehensive advancement strategy, and strengthen the culture of philanthropy across our school community.

**The Opportunity.** All members of MVS' vibrant community bring the school's mission and vision to life each day for students and families. Each day, we live out our mission through our core values: integrity, celebration, grit, and kindness. As a part of our dynamic team, you will have the opportunity to:

- **Expand Global Leadership.** MVS is known for its academic and extracurricular programming, and with you on our team, we will continue to grow with our students as leaders of Global Citizenship and stewards of civil discourse.
- **Develop Character and Wellness.** To support the overall wellness of our vibrant community, you'll have the opportunity to meaningfully connect and collaborate with students and families.
- **Collaborate as part of a World-Class Team.** In your role at MVS, you will work alongside dedicated faculty and staff who have taught and learned all over the world and in a variety of school contexts. Your colleagues are artists, researchers, entrepreneurs, published authors, professional musicians, armed services veterans, and thespians. Most



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importantly, they are compassionate and caring educators committed to lifelong learning.

- **And, of course, you will get to make an *impact*!** As the Associate Director of Advancement you will have an impact on the greater MVS community.

## **Primary Responsibilities-Fundraising & Donor Engagement:**

- Demonstrated success closing **philanthropic gifts** with an emphasis on **five-figure gifts and above**, from cultivation through stewardship. Will carry a diverse constituent portfolio.
- Experience developing and growing a **planned giving program**, including the ability to discuss legacy and estate giving options.
- Strategic thinker with experience **building or scaling advancement programs**, including prospect pipeline development and donor portfolio management.
- **Commitment to donor stewardship** as an ongoing relational practice, not a transactional step.
- Creating **strategic initiatives** and, at times, lead organization-wide outreach, alumni, and advancement events.
- Build **collaborative partnerships** with students, faculty, staff, parents, and alumni families.
- **High emotional intelligence** with the ability to listen deeply, read a room, and adapt communication style to meet donors and stakeholders where they are.
- **Team focused** with a commitment to providing leadership and support with creating, organizing, and executing advancement office events.
- Ability to work collaboratively with leadership, faculty, volunteers, and community partners to advance shared goals.
- Other duties as assigned.

## **Expectations:**

- Highly organized, motivated, strategic thinker, and self-starter with proven interpersonal, written, and oral communication skills
- A passion for relationship building informed by strategic planning and donor record management
- Proven ability to maintain confidentiality and professionalism
- Able to succeed in a fast-paced work environment
- Able to contribute to the team as well as work independently
- Demonstrated ability to follow through on responsibilities

## **Qualifications:**

- An undergraduate degree or higher is preferred
- 3+ years of fundraising experience, major gift giving experience required
- A willingness to be a positive, present, and engaged member of the community
- A willingness to travel as needed and be out of town for events



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- A willingness to commit to the schools' initiatives around Diversity, Equity, and Inclusion
- Successful experience working within the community and/or alumni relations
- Demonstrated success in achieving fundraising goals
- Proven computer skills and comfort with technology; experience with CRM programming

**Benefits.** This is a full-time opportunity that provides a comprehensive benefits package, including medical, dental, and vision plans, a matching 403(b) program, and 50% tuition remission for the children of employees.

**Take the Next Step.** Share this opportunity with your network! Learn more about our school by clicking on the [embedded links](#). Interested and qualified applicants should submit a completed [MVS employment application](#), cover letter, resume, outlining your suitability for the position and interest in the mission of the school to [lisa.garvic@mvschool.com](mailto:lisa.garvic@mvschool.com). Please do not call the school directly.

**Bring Your Whole Self.** MVS is committed to the Dayton community and to our mission and vision. We are proud to be an equal-opportunity workplace and will not discriminate on any basis. We seek qualified candidates from a myriad of backgrounds to join our dynamic team.