



THE MIAMI VALLEY SCHOOL

Title: Director of Advancement

Reports to: Head of School

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. The Director of Advancement has the ability to relate to and connect with donors and potential donors of all types. A vital trait of the director is the ability to demonstrate respect and understanding of a constituent's background and lived experience and to adapt communication style accordingly.

This person brings an 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.

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



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

Primary Responsibilities-Fundraising:

- Lead and manage all fundraising activities, including the major gifts program, research and cultivation of prospects, the annual giving program, special events, and capital campaigns.
- Possess a genuine curiosity and desire to engage students, faculty, and staff to better understand funding needs and the ability to connect those needs with potential donors and funders, with a full appreciation for diversity and inclusion.
- Proactively prepare the Head of School for regular external donor meetings.
- Collaborate with the Board Advancement Chair to ensure that all Board Members are engaged in support of fundraising efforts.
- Build and maintain relationships with grant-making organizations, major donors, and community members to secure funding for MVS and bring awareness to the school.
- Cultivate and solicit major gifts along with the Head of School and volunteers.
- Develop a yearly strategic development plan with the support and input of the Advancement Committee, Advancement Team, and Head of School.
- Act as a connector in the greater Dayton Community to support MVS and its brand.
- Ensure appropriate tracking and administration of restricted gifts in coordination with the Business Office and maintain processes that support accurate reconciliation, donor intent compliance, and audit readiness.
- Establish and maintain strong documentation standards related to gift processing, donor records, restricted funds, pledges, and fundraising reporting.
- Collaborate with MVS colleagues to write grant proposals for funding.
- Work with the Head of School to identify alumni families to reimagine and invigorate a strong alumni relations and giving program.
- Provide oversight for advancement office special events throughout the year
- Periodic travel to engage donors and alumni in fundraising efforts.
- Work closely with student groups on fundraising efforts through the school year.
- Other duties as assigned.

Leadership Team and Community Member

- Communicate regularly with the Head of School to keep them fully apprised of all activity in the advancement office.
- Provide timely updates to the Board of Trustees at least 5 times a year about all fundraising activities and provide periodic dashboard updates as requested.
- Provide timely, relevant, and meaningful reports/ messages to donors.
- Collaborate with the business office to ensure recognition of donor gifts.
- Serve as an active and engaged member of the leadership team.
- Regularly attend both internal events involving parents, the board of trustees, donors, and alumni, and external events in the community and at key alumni locations to be determined.



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- Develop and lead the professional and volunteer staff to carry out all activities related to the advancement office.
- Support the Parents' Association as liaison to leadership.
- Collaborate with the Director of Marketing and Communications to explore opportunities for recognition for the School.

Expectations:

- Be an advocate for MVS and truly believe in the mission of the school
- 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 and agile work environment
- Able to contribute to the team as well as work independently
- Demonstrated ability to follow through on responsibilities

Qualifications:

- Minimum three (3) years managing a development team responsible for major gifts, planned giving, grants, foundations, and special events
- Experience leading a major capital campaign is a plus
- Proven success "making the ask" and securing major gifts; an effective closer
- Demonstrated strengths in organizational skills and project management
- A consummate professional who understands both the art of fundraising, as well as the technical experience to practice the science of fundraising.
- Demonstrated success in growing annual giving and an unrestricted annual fund, creating a thriving major gifts program, growing endowments, scholarships, planned giving, capital campaigns, and increasing alumni engagement.
- A solutions-oriented mindset with a willingness to jump in when needed
- A history of meeting a high bar and getting things done, even when facing obstacles
- Productive member of a senior leadership team, including participation in the strategic planning process
- Polished presentation skills, outstanding interpersonal skills, and strong writing ability
- Solid understanding of donor database/ development software
- Ability to utilize social media and other media to communicate with potential donors
- While the majority of the job takes place during normal business hours, be able to work occasional evenings and weekends as needed for special fundraising events (i.e. MVS Gala)



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- The ideal candidate for the Director of Advancement position will be an experienced, engaging and inspiring fundraising professional who is deeply committed to the MVS mission, vision, and core values.

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. 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.