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**Position Announcement and Leadership Statement**

**Director of Institutional Philanthropy**

*Columbia, South Carolina*

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*Inspiring and empowering students to unlock their potential, develop their character, and gain*

*the confidence to transform a dynamic world.*

**The Opportunity |** *Heathwood Hall*Heathwood Hall Episcopal School (HHES) is an independent, Episcopal day school founded in

1951 that serves 730+ children ages 2 through Grade 12. Just minutes away from the urban  
grandeur of South Carolina’s capital city, Heathwood Hall is a serene, environmental oasis  
nestled on 122 acres of wooded wetlands. The campus is bordered on the west by the  
Congaree River, and on the north, east and south by lush farmlands.

HHES has long been known as Columbia’s premier independent school. Its tradition of academic excellence is coupled with a longstanding commitment to experiential learning that has led to the development of many distinctive programs.

Holding true to its Episcopal heritage, HHES celebrates and seeks to develop the whole child, and to develop tenacious, sophisticated thinkers who value service to others over self-interest. HHES further supports the development of the whole child through a rich array of extracurricular offerings that create ample opportunities for students to find and nurture their passions beyond the classroom.

HHES believes that children learn best when they are truly known and supported by their teachers. The school’s abiding commitment to building strong relationships between students and teachers allows the opportunity for each child to be met where they are in their educational and developmental journey, as opposed to taking a one-size-fits-all approach.

While HHES’s outcomes are second-to-none—its students compete nationally and achieve at the highest levels—each student’s Heathwood experience is unique, reflective of his or her interests and abilities, challenges and talents, goals and ethos. HHES graduates don’t just master the knowledge and skills they need to succeed in college and beyond; they know themselves, and know how to advocate for themselves, in ways that set them apart from most of their peers. They leave Heathwood prepared not only to take on our dynamic world, but to transform it.

While the school community includes members of many faith traditions, Heathwood is an Episcopal School where all students and faculty gather, by school division, for worship and prayer each Wednesday in the on-campus Chapel of the Epiphany. The school is affiliated with the Episcopal diocese and benefits from a supportive Episcopal community in Columbia. It is a school that engenders strong loyalty and strong connections, and promotes an authentic spirit of inclusivity, acceptance, and care for each individual.

Today, HHES seeks an experienced development professional who appreciates the culture of this exemplary place, shares it values, and will cultivate relationships and gifts to ensure the betterment of the school.

**The Community |** *Columbia, South Carolina*

Columbia, South Carolina is a city convenient to mountains and beaches. In just two hours you can be on a beach in Charleston, SC or head the opposite direction two hours toward the upstate and find yourself in the mountains. Sporting News recently recognized Columbia as one of the “Best Sports Cities;” residents love to support their local college teams including the University of South Carolina’s Gamecocks. The city also has a more refined side and is home to the Columbia Museum of Art, the SC Philharmonic Orchestra, the Columbia City Ballet, and a myriad of performing arts groups. Columbia has received numerous accolades for its cost of living, climate, job outlook, education, the arts, health care and recreation.

**The Position |** *Director of Institutional Philanthropy*

The Director of Institutional Philanthropyat Heathwood Hall Episcopal School (HHES) provides informed, articulate, inspirational leadership that fosters a culture of philanthropy in support of HHES and communicates the strong connection between philanthropy and the school’s continued success.

The Director of Institutional Philanthropyis charged with building strategic and favorable relationships with potential donors through communication, personal requests to give, and disciplined follow-through. By growing the culture of philanthropy and philanthropic support, the Director of Institutional Philanthropy fills a crucial role of articulating the school’s vision and strategic priorities to engage its constituents in investing long-term in HHES.

The Director of Institutional Philanthropyreports directly to the Head of School and helps to staff the board’s Fiscal Health and Sustainability Committee. In addition, the Director of Institutional Philanthropy supervises the Development Staff.

**Responsibilities of the position include:**

* Develop and implement high-impact fundraising plans to engage donor prospects face-to- face, seeking their generous financial support for the school’s mission and vision through annual and major giving with an eye towards capital, planned and endowment giving.
* Implement disciplined methods to grow a broad HHES constituent base (e.g. parents, grandparents, alumni, alumni parents, corporations, foundations, & friends).
* Integrate the efforts of key people (Head of School, board members, key staff, & volunteers) in the implementation of giving campaigns and development programs.
* Lead, mentor and build a development team that will provide effective implementation of the overall development strategy.
* Identify, recruit, motivate, and hold accountable key volunteers for development-related teams and projects.
* Maintain an appropriate level of visibility among HHES constituents at school events to build and strengthen relationships with HHES constituents.
* Integrate and coordinate the efforts of various school staff, associations, committees, and parent/affiliate groups in organizing and implementing development programs.
* Provide appropriate training for staff or volunteers related to development and communications.
* Oversee various philanthropic initiatives: Annual Fund, annual auction, additional fundraising events, restricted giving initiatives, and special projects.
* Provide leadership for major development events (small and large group meetings, key donor lunches, banquets, etc.)
* Work in partnership with the Director of Marketing and Communications to develop transparent, authentic, and engaging internal and external advancement communications that inspire philanthropic support of HHES.
* Collaborate with Board of Trustees and Fiscal Health and Sustainability Committee members on philanthropic assignments and activities as necessary.
* Attend school Board of Trustees meetings to provide philanthropy reports and activities at the special request of the Head of School.
* Communicate and administer fundraising policies and procedures among constituent groups (faculty, staff, parents, students, and alumni).
* Maintain careful notes, updating the appropriate development records at all times.
* Other job-related duties as assigned.

**The Candidate |** *Critical Knowledge, Skills, and Abilities*

The Director of Institutional Philanthropy must have a demonstrated mastery of fundraising techniques and skills in all aspects of development. He or she should have an acute sense of strategy at the individual donor level, as well as significant capital campaign experience and deep experience in growing a major gifts program. Candidates will maintain a sense of optimism and will exude enthusiasm for the school’s mission and vision. The Director of Institutional Philanthropy will have compelling personal qualities of integrity, leadership, energy, and outstanding communications skills – especially as characterized by the ability to listen carefully – exceptional judgment, and an entrepreneurial nature.

**Critical knowledge, skills, and abilities required for the position include:**

* Knowledge of fundraising techniques with focus on capital and annual campaigns and major gifts.
* Ability to build long-term strategies, set priorities, and implement work in a disciplined manner to keep multiple projects progressing to completion simultaneously with minimal direction.
* Knowledge of educational fundraising principles, methods, and techniques.
* Experience in budget preparation and fiscal management.
* Ability to successfully manage, motivate, and lead a staff team and volunteer leaders.
* Analytical skills; comfortable using data in developing and delivering presentations to major donors, potential donors and the board; and the ability to develop and deliver stewardship reports.
* Excellent interpersonal and relational skills: a friendly, poised, and professional demeanor, courteous, energetic, and polite.
* Ability to maintain strict confidentiality at all times.
* Ability to work independently and make decisions in accordance with the Head of School’s expectations, established school policies and procedures, and school mission and core values.
* Experience maintaining donor records - Blackbaud's Raiser's Edge database experience is a plus.
* Proficient computer skills including word-processing, spreadsheet, presentation creation, social networking, and web-based technologies.

**Other Requirements: Education and Experience**

* Minimum of a Bachelor’s degree; Master’s preferred.
* Five to seven years’ experience in a major fundraising role, including directing strategy.

**Procedure for Candidacy**

Heathwood Hall has retained Capital Development Services to assist with recruitment for this position. **Nominations, expressions of interest, and applications should be submitted via email to** [**searchservices@capdev.com**](mailto:searchservices@capdev.com) or [**to apply online click here.**](http://smrtr.io/3gK7X)

Candidates must provide a cover letter, resume, and list of three references. All materials will be kept confidential. Additional inquiries may be directed to Jen Tozier at Capital Development Services, 336-747-0133 x 208.

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