



Position Statement

Associate Vice President of Philanthropic Engagement

The School:

[Pine Crest School](#) is a not-for-profit, independent, all-faith school with two campuses in Fort Lauderdale and Boca Raton, Florida serving more than 2,600 students in grades pre-kindergarten through twelve. We believe in educating a generation of students to be emotionally intelligent, intellectually inspired, and prepared to change the world.

The Position:

The Associate Vice President of Philanthropic Engagement (AVP) provides leadership for the planning and execution of fund-raising initiatives for strategic priorities, ones that significantly advance the people and programs of Pine Crest School. Additional responsibilities include:

70% of time:

- Serve as the senior staff member under the supervision of the Vice President of Philanthropic Engagement to advance strategic goals of the Office of Philanthropic Engagement.
- Partner with the Vice President of Philanthropic Engagement to identify, cultivate, solicit, close, and steward gifts of at least \$100,000 to support strategic initiatives, as well as others who make gifts of at least \$25,000 for operating, capital, and endowment purposes.
- Ensure a healthy pipeline of prospective major gift donors by effectively managing the systemic processes.

30% of time:

- Supervise the Executive Director of The Pine Crest Fund whose responsibility is to manage the programs that result in \$2,250,000 for the annual budget.
- Supervise the Director of Advancement Services who is responsible for the integrity, accessibility, and usability of data, information, and reports.

The Essential Job Functions:

- Assist the Vice President of Philanthropic Engagement in facilitating strategic plans that advance and strengthen fund-raising initiatives, which are supported by the Pine Crest Fund team, advancement services and stewardship.
- Work with the Vice President of Philanthropic Engagement and school leadership to build an infrastructure and promote a culture that yields philanthropic giving at the highest levels in support of strategic priorities.
- Provide effective frontline staff support to the President and Trustees to advance their engagement with individuals and organizations who have the ability and inclination to make philanthropic gifts at their highest potential.
- Identify and qualify high capacity prospective benefactors and provide opportunities for them to become engaged in meaningful ways to sustain or increase giving.
- Supervise the Executive Director of The Pine Crest Fund to ensure the team and its programs secure \$2,250,000 to support the annual operating budget.

- Supervise the Director of Advancement Services to ensure the team is sustaining the highest levels of information integrity, accessibility, and function.
- Ensure that the team members and activities of The Pine Crest Fund and Advancement Services effectively identify and qualify prospective major giving donors.
- Provide leadership in determining the purpose, design, and content of key communications.
- Work with the Manager of Donor Engagement and Communication to facilitate meaningful stewardship and donor recognition at all giving levels.
- Collaborate with senior leadership to confirm student status and determine funding opportunities in line with strategic plan initiatives and with school colleagues to ensure effective administration of philanthropic funds and meaningful stewardship to leadership benefactors.
- Write effective proposals and gift agreements that comply with the Charitable Gift Acceptance Policy.
- Provide regular and accurate reports on progress to the Vice President of Philanthropic Engagement.
- Make effective use of technology, ensuring current biographical and contact information, access to important documents, and tracking of the strategic advancement of prospects and donors.
- Play a leadership role in creating an atmosphere of professionalism, best practice, accountability, collegiality, and collaboration throughout the Office of Philanthropic Engagement.

The following qualifications are:

- B.A required; advanced degree preferred\
- Minimum of 7 years of comprehensive fundraising experience, including effective annual giving programs and a successful, consistent track record in major gift fundraising (\$50,000+) preferably in an educational environment
- Success in securing and providing stewardship to six and seven-figure gifts
- Exceptional persuasive presentation and writing skills
- Experience in working effectively with administrative and volunteer leadership in a fundraising initiative
- Proficiency with donor database applications, preferably Raiser's Edge
- Experience in management and supervision of personnel

For security, all contractors and employees must submit to and pass an extensive background check.

The Application Process:

If you are interested in applying for this position, please put "Associate Vice President of Philanthropic Engagement" in the subject line and submit the following material by email to

employment@pinecrest.edu:

- Cover letter indicating your interest and highlighting aspects of your background that qualify you for the position
- Two-page resume
- Contact information (email address and phone number) for at least three supervisors over the past seven years

EEO/DFW



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