



## **Institutional Advancement Officer**

### **Job Title:**

Institutional Advancement Officer

### **Reports to:**

Head of School

### **Start date:**

Immediately

### **Job Description and Duties:**

The Institutional Advancement Officer supports the Head of School in executing fundraising and parent and alumni relations initiatives to advance the institution's goals. This role involves assisting with donor communications, event planning, database management, and administrative tasks to ensure the success of fundraising campaigns and engagement activities.

### **Key Responsibilities:**

- Assist with the coordination and execution of fundraising campaigns, including donor appeals, stewardship initiatives, and special events.
- Research prospective donors, alumni, and corporate partners to identify funding opportunities and engagement strategies.
- Draft correspondence, proposals, and reports for donor cultivation, solicitation, and stewardship purposes.
- Manage donor databases and records to ensure accurate and up-to-date information for donor tracking and reporting.
- Provide logistical support for fundraising events, including venue selection, vendor coordination, and attendee management.
- Collaborate with board members and others to support alumni engagement efforts, such as reunion programs and volunteer opportunities.
- Assist in the preparation of materials for advancement meetings, presentations, and communications.
- Perform other duties and special projects as assigned by the Head of School.

### **Qualifications:**

- Bachelor's degree preferred; relevant experience considered in lieu of degree.
- Minimum of 3-5 years of experience in fundraising, alumni relations, or related.
- Strong organizational and multitasking skills, with the ability to prioritize and manage multiple projects simultaneously.
- Excellent written and verbal communication, attention to detail, and accuracy.
- Proficiency in technologies and experience with donor databases or CRM systems preferred.
- Ability to work collaboratively in a team environment and build relationships with diverse stakeholders.
- Commitment to the mission and values of the institution.

**Other Information:**

The Honolulu Waldorf School is an established coeducational, independent school serving 200 students from Early Childhood through High School. The school is located on a beautiful 2-acre campus in Niu Valley shaded by majestic monkeypod trees. We offer a full Waldorf curriculum, with specialty classes including Handwork, Hawaiian Studies, Japanese, Spanish, and music. Our campus is also home to a thriving Early Childhood program, and we have a giant tortoise, ducks, and gardens, which our students help care for.

*At the Honolulu Waldorf School, we educate each child to find meaning, passion, and purpose in life and to contribute to the creation of a better world for all. Through a curriculum based on the developmental stages of the human being and on the integration of art and academics, our children learn to meet the world with clear and creative thinking, compassion and moral strength, and with the courage and freedom to act.*

Honolulu Waldorf School is an equal opportunity employer, located in Honolulu, Hawaii. It is the school's policy to grant equal employment opportunity to all qualified persons without regard to race, sex, color, religion, national origin, ancestry, age, marital status, sexual orientation, and any other status protected by federal, state, or local law. The school provides equal opportunities in employment, promotion, wages, benefits, and other terms and conditions of employment.

HWS offers a comprehensive benefits package, including health & dental insurance, life insurance, participation in a 403b pension plan, paid holidays, a flex spending program, and a tuition remission package. Salary commensurate with experience.

To be considered, please send your cover letter and resume to the Faculty Hiring Committee at [employment@honoluluwaldorf.org](mailto:employment@honoluluwaldorf.org).