

**Job Description:** Director of Advancement for Samuel Ready Scholarships, Inc. (SRSI)

**BASIC HOURS:** Part-Time – Average of 25 hours/week, flexible  
**FLSA STATUS:** Exempt (This position is paid a salary.)  
**LOCATION:** Remote, with occasional in-person meetings and events

**Summary:**

This position serves as the primary staff person responsible for cultivating philanthropic giving, coordinating submission of competitive foundation grants, promoting positive external communications encompassing print, digital and social media, liaising with current and prospective donors and other stakeholders, managing consultants, and supervising an assistant. The Director of Advancement reports directly to the president of the Board of Trustees and is the lead contact for the Board’s Development Committee.

**About Samuel Ready Scholarships, Inc.:**

Samuel Ready Scholarships, Inc., gives academically promising girls with great financial need access to a Baltimore-area independent school education with opportunities to develop and excel by providing scholarship funds to five Baltimore-area independent schools (The Bryn Mawr School, Friends School, Garrison Forest School, Roland Park Country School, and St. Paul's School for Girls).

**Responsibilities:**

- Implement and update existing fundraising plan and develop and implement strategies or fundraising initiatives accordingly to achieve shorter-term goals/annual milestones as determined by the Executive Committee in consultation with the Development Committee.
- Implement marketing strategies to increase the number of major gifts and commitments and donor retention.
- Identify prospective individual and corporate donors and develop giving strategies.
  - Lead prospect research and maintain database on prospective donors, foundations and corporations.
  - As appropriate, apply for grant funding and steward grant applications.
- Creatively engage Board members in fundraising activities and donor cultivation (both individual and corporate donors).
- Supervise:
  - the processing of donations.
  - the timely and accurate report deliveries to donors.
  - the annual giving campaign and database within the donor tracking system.
  - the maintenance of all donor information and provide strategies for increased revenue/gifts based on current donor analysis.
  - the preparation and dissemination of annual giving letters in a timely manner. The administration of direct mail solicitations, electronic fundraising, targeted solicitations and website donations, including providing gift acknowledgement communication for each donation received and recording donations in the donor tracking system.

- Assist Treasurer with monthly reconciliations (including posting receipts and deposit tickets in Dropbox for review) and ensure donations received are deposited in SRSI's bank account in a timely manner.
- Ensure compliance with donor intent and requirements.
- Utilize the donor tracking system to provide reporting and updates for all fundraising activities, including regular reporting to treasurer and bookkeeper.
- Manage the website to optimize giving, subject to the supervision of the Board and Development Committee Chair. Generate ideas to keep the website up to date and relevant.
- Implement practices to ensure legal consent of SRSI's inclusion of individuals in marketing materials.
- Create factually-accurate solicitation materials and comply with internal processes to ensure correct information for all SRSI materials.
- Create appealing email solicitations and bi-annual newsletters.
- Plan and organize fundraising events annually in accordance with fundraising plan.
- Support the Events Committee with the planning and execution of at least two events per year—the picnic and tea.
  - Coordinate and maintain contact with the hosting schools for all needs/arrangements.
  - Coordinate invitations, guest lists, and related activities.
- Monitor mail at the organization's post office box and deposit any checks/monies received and internally post scans of receipts.
- Other duties as assigned.

**Qualification Requirements:**

The successful candidate will have the following qualifications:

- Bachelor's degree in a related field;
- Commitment to the mission of Samuel Ready Scholarships, Inc.;
- Strong written and verbal communication skills;
- Excellent computer skills. Microsoft Word and Excel experience required;
- Fundraising or related experience;
- Experience securing grant support;
- Consistent attention to detail;
- Strong ability to prioritize, meet deadlines, and escalate issues as necessary.

The ideal candidate will also:

- have experience overseeing social media and other digital communications platforms.
- have familiarity with donor tracking systems; experience with Little Green Light considered a plus.

**Physical Demands:**

- Some evening and weekend work required.
- Travel when necessary within Baltimore metropolitan area.

**How To Apply**

Send resume and cover letter aligned with key responsibilities/qualifications to [president@samuelready.org](mailto:president@samuelready.org) and [vicepresident@samuelready.org](mailto:vicepresident@samuelready.org)