



## JOB DESCRIPTION

DIRECTOR OF ADVANCEMENT  
GIDEON HAUSNER JEWISH DAY SCHOOL

PALO ALTO, CA

### COOK SILVERMAN SEARCH

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## GIDEON HAUSNER JEWISH DAY SCHOOL

### ABOUT GIDEON HAUSNER JEWISH DAY SCHOOL (HAUSNER)

Gideon Hausner Jewish Day School is a thriving, pluralistic school community that was founded in 1990 and is situated on a beautiful campus in Palo Alto, California.

Hausner fosters unparalleled academic excellence, community responsibility, and vibrant Jewish living. With enriched values-based curriculum guiding their educational journey, our students grow into impactful leaders in their communities and beyond.

Hausner students learn actively, question deeply, and give back to their community. In dynamic classrooms, students develop strong academic skills and immerse themselves in STEM, the arts, and project-based learning. In the tradition of Jewish thinkers throughout history, they ask “Why?” and “Why not?” to find answers and discover more questions. Hausner students celebrate and advocate for each other. They reach beyond themselves to imagine, pursue, and find their unique place in the world.

For more information, please visit [www.hausnerschool.org/](http://www.hausnerschool.org/)

### POSITION OVERVIEW

Hausner seeks a dynamic and collaborative senior advancement professional with strong interpersonal skills, thoughtful strategic vision and a successful track record in spearheading organizational philanthropic and marketing engagement to serve as its Director of Advancement.

The successful candidate will oversee and guide the school’s fundraising and marketing efforts, reporting directly to the Head of School and working closely with the senior operations team including the Chief Financial Officer and Director of Admission. This cross-departmental collaboration is responsible for the school’s financial health and sustainability as well as projecting a compelling vision of our school’s vibrance, impact, and bright future.

Additionally, the Director of Advancement will partner with the Development Committee Chair and work with the Board President(s) as well as other key lay leaders while also cultivating and stewarding relationships with current and prospective donors, grant funders, and volunteers.

### REPORTING RELATIONSHIPS

The Director of Advancement reports directly to the Head of School. The Director of Advancement will supervise and mentor a Development Associate / Alumni Coordinator and a Marketing Manager.

## PRIMARY RESPONSIBILITIES

- Lead and advance all development activities including the annual fund drive, major gifts program, Spring Benefit, donor recognition, alumni and alumni parent outreach, grandparent engagement, grants and institutional donor management, as well as any future capital or endowment campaigns that the school undertakes.
- Provide skilled upward leadership for the Development Committees including close partnership with the committee chairs in creating goals and plans, setting meeting agendas, providing training to committee members, and participating in meetings.
- Work with the Development Committee to recommend an annual fundraising plan including goals to the board in its budgeting cycle.
- Contribute collaboratively to the school's long-term strategic planning process.
- Manage all aspects of a major gifts program while incorporating moves management practices and developing meaningful relationships with parents, grandparents, and friends.
- Fully manage corporate sponsorships including researching new potential relationships and opportunities and writing and managing all aspects of the grant process.
- Maintain comprehensive and accurate records of all pledges and donations and ensure meticulous financial reporting to the Development Committee and the Board.
- Provide monthly reconciliation with Finance and ongoing coordination with the CFO on annual budgeting, audits, and responsibility for overseeing the Development budget.
- Support the work of the Development Committees in concert with the committee chair, including setting meeting agendas, running meetings, distributing the minutes and action items, and participating fully in the efforts of the committee.
- Prepare analytical reports related to all functions of the school's development efforts and present summaries of these to the Development Committee and the committee chair.
- Oversee and manage the Marketing Manager to maintain a mission-driven communications plan that includes formulation of the case for giving; development of materials that convey the school's strategic vision, its uniqueness, and impact; effective use of social media, and preparation of Annual Reports.
- Work with the Director of Admission to welcome new families and to educate both prospective and current families on the opportunities available to support the school and on the importance of doing so.
- Supervise and nurture the Development Associate / Alumni Coordinator and work with this staff member to ensure well-maintained databases, accurate reporting, and to develop and execute the school's alumni and alumni family relations efforts.
- Other duties as assigned by the Head of School.

## QUALIFICATIONS

- Bachelor's degree, with advanced degree preferred
- Seven plus years of progressively challenging fundraising experience, as a paid staff person or volunteer leader, with demonstrated experience with major donors and the moves management process
- Previous management experience managing all functions of an Advancement office, including annual fund, individual major gifts, planned giving, corporate and foundation giving, events, marketing and staff management
- Ability to enlist, motivate, and coordinate the efforts of volunteers, including members of the Board of Directors and its Development Committee and Spring Benefit Committee

- Familiarity with independent school education preferred ideally Jewish day school education
- Deep connection to the mission of the school and clear appreciation for its impact
- Strong verbal and written communication skills, nurtured by both curiosity and conviction, along with excellent presentation skills
- Experience with supervising and mentoring direct reports
- Experience with marketing
- Demonstrated experience in using CRMs and/or fundraising databases and spreadsheets
- Adept in utilizing web-based research tools to conduct extensive individual and institutional donor research
- Active engagement in professional learning, including currency with best practices
- Sensitivity and discretion are required
- Creativity and flexibility, attention to detail, and ability to manage competing priorities
- Sense of humor and customer-orientation a must

#### SALARY OR SALARY RANGE

The salary range for this position is \$140,000 to \$165,000 plus full benefits.

To demonstrate our commitment to equity and equal pay for all, Cook Silverman Search will post salary ranges on all of its job descriptions moving forward. The practice of not posting salaries perpetuates the gender wage gap and discriminates against people of color by causing individuals to negotiate from a disadvantaged starting point.

#### TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at [apply@cooksilverman.com](mailto:apply@cooksilverman.com).

All applications and inquiries will receive a response and be kept strictly confidential.

Gideon Hausner Jewish Day School is an Equal Opportunity Employer.