



The Opportunity

Lincoln School seeks an Advancement Officer with broad annual giving experience to join a dynamic team at an exciting time in the life of the school. The successful candidate will play a prominent role in securing philanthropic support for Lincoln's strategic priorities and mission.

About Lincoln School

Founded in 1884, Lincoln operates at the intersection of tradition and innovation. As the nation's only independent school for girls based on Quaker values, we offer a unique experience for girls from Kindergarten through Grade 12.

At Lincoln, girls come first. Through its size and mission—with a dynamic, challenging, and innovative academic program—the School prepares girls to build their confidence through successes, through trial and error, through discovery, through laughter, and with joy. Girls practice speaking up and out, tapping into strengths even they may not know they had. Please visit www.lincolnschool.org to learn more.

About Our Team

The Advancement Office is a small team of talented professionals who demonstrate exceptional commitment to the Lincoln's mission, customer service, and excellence, as well as an unrelenting desire to surpass expectations. The team values personal and professional growth, works hard, and has fun. Their polish, knowledge of the school, and humility allow them to confidently collaborate with the Head of School, Board of Trustees, parents, alumnae, volunteers, students, faculty, and peers. Lincoln attracts people who are mission-driven professionals who enjoy a fast-paced environment. They are positive teammates with an entrepreneurial spirit, a strong sense of initiative, and a commitment to advancing all girls' education.

About You

You like to create new donor program initiatives that connect the importance of historical data, research, and systems to improve giving outcomes with key constituents. You thrive on facetime with donors and volunteers, and use your strong communication and diplomacy skills to build and sustain these relationships resulting in successful solicitations. You are highly productive and are not easily overwhelmed by volume. You enjoy collaborating to enhance your ideas and execute them well.

A results-oriented professional, you have proven yourself as someone who can take on increased responsibility, collaborate with others, and tackle competing priorities with integrity, humor, and sound judgment. You demonstrate concern for others, share your ideas confidently and respectfully, and approach your work with cheerful persistence. You understand the importance of best practices in annual giving fundraising, and will embrace change and creative solutions to meet the unique needs of the Lincoln community.

Responsibilities:

The ideal candidate will be an experienced fundraising professional who possess excellent organizational, interpersonal, solicitation, and communication skills who will have a primary focus on the Lincoln Fund.

- Lead a data-driven and research-based approach to individual giving pipeline development to improve the health of the annual giving program by establishing segment goals, and implementing strategies designed to strengthen \$750,000+ annual fund by soliciting prospects and managing volunteer solicitors
- Qualify, cultivate, solicit, and steward a pool of approximately 75-100 assigned prospects
- Schedule and complete between 5-7 donor visits per month
- Travel in New England up to 25 percent of the time, with the possibility of one US trip outside of New England per year
- Lead the efforts around Senior Parent Gift Fundraising
- Build and manage an active, involved volunteer leadership team with strategies for each constituent group
- Collaborate successfully with current Advancement colleagues that are responsible for communication, appeal writing, and direct mail production

The Advancement Officer Qualifications:

- Bachelor's degree required
- Minimum of four years demonstrated success in annual giving, including success in closing five figure gifts. Experience in an educational setting is preferred.
- Attendance at night and weekend Advancement events is an expectation as part of the team.
- Enthusiastically accepts other duties as needed and assigned

Interested candidates, please contact:

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By phone at (617)-620-9268 or via email at peter@conleysearch.com

All inquiries will be treated as confidential.