



Oakland School for the Arts is a public charter school that prepares its students for college and career, in and outside of the arts. OSA is a diverse and inclusive 6-12 school that blends immersive, robust arts with comprehensive academics, providing integrated opportunities for collaboration, expression, and personal growth. OSA currently serves nearly 800 students and employs over 100 faculty and staff. Applicants can learn more about OSA at: [oakarts.org](http://oakarts.org).

We are looking for an Associate Director of Advancement to join our outstanding staff.

### **About the Position:**

The Associate Director of Advancement is responsible for supporting and growing the culture of philanthropy at OSA. With a focus on the parent Annual Fund, responsibilities include donor cultivation, solicitation, stewardship, and volunteer and event management. This position reports to the Director of Advancement and collaborates with all members of the Advancement department to engage the parent community and achieve fundraising goals.

### **Essential Duties:**

- Develop strategies and plans to grow the parent Annual Fund in partnership with the Director of Advancement.
- Implement Annual Fund strategies (cultivation, solicitation, and stewardship) for parents, grandparents, and faculty and staff.
- Recruit, manage, solicit, and steward parent Annual Fund volunteers, including co-chairs and parent ambassadors.
- Cultivate and solicit assigned prospects.
- Create and manage the production of all Annual Fund communications and collateral in collaboration with the Director of Advancement.
- Coordinate 2 all-school fundraisers in partnership with the Arts departments, OSA Creates and Heart of Oakland.
- Manage parent group of volunteers for the spring auction/Heart of Oakland.
- Attend parent cultivation and stewardship events, including but not limited to new parent receptions, arts department meetings
- Support the OSA APT volunteers in their work on behalf of the School and attend and participate in community events and student activities.

- Manage donor benefits packages.
- Produce quarterly "Spotlight" donor newsletter in collaboration with others on the Advancement team.
- Assist with the preparation of high-quality donor correspondence particularly with direct mailings and acknowledgements.
- Partner with the Database Manager, to provide regular reports and updates on fundraising progress and results.
- Engage in regular professional development and ongoing evaluation of fundraising activities and events to optimize fundraising results and ensure our operation is up to date with best practices.
- Participate in team projects and other duties as necessary in a collaborative work environment.
- Engage in the life of the school.

### **Qualifications:**

- 3 or more years of fundraising experience or equivalent experience, preferably in an independent school setting.
- Demonstrated organizational, interpersonal, analytical, and verbal and written communication skills.
- Ability to prioritize, meet deadlines, and oversee multiple projects simultaneously.
- Technical competencies, particularly in Excel, Google apps, and CRM systems.
- Experience with Donor Perfect or similar CRM a plus
- Event planning or project management experience desired.
- Familiarity with the independent school environment, preferably as an employee or student.
- Cultural competency and an observable commitment to diversity, equity, inclusion and social justice.
- A bachelor's degree is required.
- Some evening and weekend work required.

OSA's salary and benefits are competitive and include medical, vision, and dental insurance and a retirement plan.

BIPOC candidates are encouraged to apply.

### **Apply at:**

**<https://www.edjoin.org/Home/DistrictJobPosting/1398375>**

### NON-DISCRIMINATION POLICY

OSA does not discriminate in any program, activity, or in employment on the basis of actual or perceived age, sex, race, ethnic background, veteran status, ancestry, pregnancy, national origin, physical or mental disability, medical information, marital status, genetic information, sexual orientation, gender or religion.