

Trinity Preparatory School, a premier private school of nearly 900 students grade 6-12 grade in Winter Park, Florida, is seeking an experienced fundraiser, engaged leader and committed communicator to serve as its next Executive Director of Advancement. The successful candidate will share and promote the core values embodied by Trinity Prep, its faculty, staff, students, parents and alumni in its mission to develop individuals who will excel in college and in life, contribute to their communities, lead in a changing society and grow spiritually. The right candidate will help build a culture of giving at Trinity Prep, with supreme emphasis on gifts to the Trinity Prep Fund, through creative leadership, the ability to ask and problem solving.

The new Director of Advancement will:

- Be a leader for the entire Trinity family, communicating and engendering passion for the mission of the School and guiding excellence in every aspect of the Advancement division.
- The Executive Director will foster active partnerships, develop productive relationships and be fully vested in the Trinity and greater Orlando communities.
- As the chief external relations officer for the School, the Executive Director will have strict monthly visit goals for themselves, and the Advancement Team, to actively engage constituents in supporting Trinity Prep.
- Provide support for the Head of School in strategic thinking and planning for Trinity Prep and for fundraising work, cultivating the valuable relationships that will increase support for Trinity.
- The Executive Director will support the Board of Trustees, especially the Governance and Development Committees.
- Collaborate with the senior leaders, known as the “A-Team” to address School-wide challenges and create funding plans to achieve institutional objectives.
- Foster a sense of urgency about the work of the Advancement team (especially the Trinity Prep Fund, but also major gifts and planned giving, and alumni and parent engagement and communications) and its potential to contribute to the future of the School.
- The Executive Director will lead long-range planning for the Advancement division ensuring that stretch goals are set and achieved to support the School’s strategic plan initiatives and annual giving goals.
- As the new strategic plan is unfolding and major gifts and planned giving programs are being developed, significant emphasis will be placed on growing a robust Trinity Prep Fund to include active face-to-face solicitations, superior direct marketing and phone-a- thon programs and growing an active network of volunteer fundraisers.
- Grow and lead a staff committed to developing and enacting best practices with regard to donor discovery, cultivation and stewardship, communications, metrics and staff accountability, and professional development.
- Create a comprehensive parent program, characterized by more robust parent engagement and financial support for the short and long-term benefit of Trinity Prep.
- Enhance alumni engagement by developing comprehensive plans of communication, activities and programs to enlist all alumni, young and older, as

- volunteers, advocates and donors of the School.
- Manage a personal portfolio of donors (including Trustees, major and planned gifts and high-end annual giving prospects) and meet individual goals for visits.

Specific Qualifications

- Candidates with 5–10 years of increasing responsibility in the advancement field are encouraged to apply.
- Previous experience at premier independent schools with compatible missions required.

Other qualifications include:

- Bachelor's degree required; advanced degree preferred.
- Demonstrated knowledge of major gifts work, planned giving and leading a successful annual giving program a must.
- Successful capital campaign experience.
- Excellent planning and creative strategic thinking skills.
- Strong leadership and motivational ability.
- Excellent communication skills, both verbal and written.
- Strong management skills and the ability to attract new talent.
- Strong results-oriented focus driven by well-established metrics and accountability.
- Team player with ability to collaborate with dynamic leadership team at the executive level.

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