

## **Advancement Officer for Annual Giving**

The advancement office at Emma Willard School is seeking an Advancement Officer for Annual Giving to join their dynamic team. This position plays a role in securing the financial resources that allow Emma Willard School to advance its exemplary educational program. The advancement officer is responsible for planning, implementing, and assessing strategies directly related to the success and growth of the Parents Fund, our student giving program, and supporting all other annual giving efforts and departmental objectives.

Candidates must have a bachelor's degree and at least three years' prior relevant experience. S/he must have outstanding interpersonal, written, and oral communication skills. The candidate should also have strong organizational skills, the ability to think strategically, and ability to work effectively with diverse constituencies, including alumnae, parents, students, faculty, staff, and trustees. A sense of humor and an appreciation for independent school education for girls are preferred.

Emma Willard School is a nationally recognized, academically rigorous, preparatory boarding and day high school for girls. We offer competitive compensation and an attractive benefits package in a stimulating and dynamic academic community. Emma is an equal opportunity employer.

Interested candidates should send a cover letter and resume by April 14 to:

Lisa McGrath  
Head of Talent Management/Human Resources  
285 Pawling Avenue  
Troy, NY 12180  
[lmcgrath@emmawillard.org](mailto:lmcgrath@emmawillard.org)