



**Luria Academy of Brooklyn**  
**Director of Institutional Advancement**  
*For August 2018*

*At Luria Academy of Brooklyn, we are inspiring a new generation of leaders, creators, thinkers and engaged citizens. Through our individualized approach to learning and commitment to diversity as a core value, our students graduate with a deep love of learning, strong sense of self, and a passion to repair a fractured world.*

Luria Academy of Brooklyn ([www.luria-academy.org](http://www.luria-academy.org)) serves 250 students in preschool through 8<sup>th</sup> grade. Luria offers a sophisticated education in a progressive environment. Luria's students come from a wide range of religious and economic backgrounds. At Luria, students are encouraged to be curious, to embrace one another's differences and to engage in respectful dialogue.

**The Position:**

The Director of Institutional Advancement will work in partnership with the Head of School, the Development Committee, and other trustees to sustain and increase the school's broad-based annual campaign, to cultivate and steward major donors, and to lead our capital campaign.

Essential responsibilities include:

- Develop multi-pronged fundraising strategy each year to meet financial goals as determined by Strategic Plan, Head of School and Board of Trustees
- Design and help implement fundraising events of various sizes and scales, in association with Head of School and Event Producer as per the Development Plan.
- Foster a culture and understanding of philanthropy among the Luria parent community and staff
- Lead a successful capital campaign for our new space
- Manage and cultivate relationships with all funders, Advisors, foundation professionals, donors and prospects
- Serve as an ambassador to the broader community
- Manage all grant applications and reporting
- Lead Board governance, fundraising and strategy, in partnership with head of school.

Luria Academy seeks a dynamic development professional to serve as Director of Institutional Advancement. He or she will report to the Head of School and serve as a key member of the school's Senior Leadership Team. This is a great opportunity for a leader who has strong relational and communication skills. The successful candidate will:



- Be detail oriented, highly organized, and able to multi-task
- Support the school's mission and culture
- Demonstrate a track-record of work performed with the highest standards of quality and excellence
- Possess excellent communication skills, both written and oral
- Be a self-starter with the ability both to innovate and adapt
- Demonstrate strong problem-solving skills and the ability to shift priorities when needed in a fast-paced environment
- Maintain flexibility, discretion (confidentiality), and a positive attitude
- Possess the ability to meet short deadlines while handling multiple projects
- Have an undergraduate degree and five years of relevant work experience

The Director of Institutional Advancement, will have the opportunity to join a strong, positive school community and work as a key member of the school's leadership team as it plans and implements strategic initiatives. The school offers a competitive salary and benefits. Inquiries will be treated confidentially and review of candidate files will begin immediately.

Interested individuals should submit a current resume and a letter of interest to:

Bill Manke, Executive Assistant  
Bill@luria-academy.org