



# Columbus Academy

Ready to thrive.

4300 Cherry Bottom Road, Gahanna, Ohio 43230 • [columbusacademy.org](http://columbusacademy.org)

## Director of Advancement Services

Start date: Immediately • Apply online at [columbusacademy.org/apply](http://columbusacademy.org/apply)

## About Columbus Academy

Recognized as a premier independent school in the nation, Columbus Academy has, since its founding in 1911, exemplified the country day school educational model. The heart of this model is the idea that the best interests of children are served when home and school work together.

At Columbus Academy, parents are integral members of our community. In our welcoming school, fully dedicated to the development of young scholars, athletes and artists of every kind, parents find what they are looking for: The school to trust with childhood.

We believe that [diversity, inclusion, equity and justice](#) are essential measures of our excellence. Our goal is not to mold young minds but to light them on fire.

[Visit us](#) and you will see this in [the way we teach](#) and the way [our 231-acre campus](#) is designed — the light, the energy and the interconnectedness of our mindfully designed learning spaces that allow for children to gaze out to the open sky.



## Our Mission

Columbus Academy — an independent, coeducational college preparatory school — enriches its academic tradition of excellence by valuing a broad diversity of students as it seeks to develop the complete person: mind, body and character. The school rewards rigorous effort and accomplishment, fosters compassion, respect and moral courage, and insists on integrity, fair play and community service. Academy strives to develop and sustain a community of thoughtful, responsible, capable and confident citizens eager to engage in a pluralistic and ever-changing world.

## At a Glance

Founded: 1911  
Enrollment: 1,162 students  
Ages: 3YO–Grade 12  
Students of Color: 48%  
Total Tuition Assistance: \$4.8M

## Quality of Life in Columbus

Columbus is the 14th largest city in the United States with a population of 879,170. The city is perfect for active lifestyles, having invested \$20 million to develop a growing system of bike and fitness trails that connect the suburbs and river trails to downtown's \$44 million riverfront park system restoration. Columbus is gaining nationwide recognition for its historic neighborhoods, booming downtown arts and sporting districts, open attitude and a noticeably affordable quality of life. Check out our [Guide to Columbus!](#)



## Director of Advancement Services

Columbus Academy, recognized as a premier independent school in the nation, is seeking its first **Director of Advancement Services** to establish and lead the operational and strategic infrastructure for the school's development (fundraising), alumni engagement and donor engagement efforts. As the school expands its philanthropic initiatives, this key leadership role will be responsible for developing and optimizing the systems, policies and processes that support donor stewardship, fundraising campaigns and data-driven decision-making.

Reporting to the Assistant Head of School for Development, the Director of Advancement Services will ensure the effective management of the school's donor database, fundraising analytics and prospect research while assisting in implementing industry best practices in Moves Management and the Donor Gift Cycle. This position will play a pivotal role in shaping the school's advancement strategy and ensuring sustainable growth in philanthropic revenue.

This inaugural role presents an exciting opportunity to build and shape a **best-in-class development services operation** driving philanthropic success for Columbus Academy's future.

## Position Description

The individual selected for this position will be expected to carry out the following:

### Key Responsibilities

#### Database & Systems Management

- Oversee the design, functionality and integrity of the school's donor database, Blackbaud Raiser's Edge NXT, ensuring seamless integration with other systems.
- **Train and support the Development team and staff** on the effective use of the database to ensure accuracy, consistency and proficiency in **entering contact reports, recording actions, following moves management, prospect tracking and gift counting**.
- Develop and maintain database policies to ensure compliance with **privacy regulations** (e.g., FERPA) and the school's donor privacy standards.

#### Data Analysis, Reporting & Stewardship

- Develop **real-time financial and donor analytics reports, including a metrics dashboard**, to inform fundraising strategy and progress.
- Create **segmentation strategies** for donor outreach, solicitation and stewardship efforts.
- Conduct **audits** to enhance reporting accuracy and optimize fundraising performance.
- Generate detailed reports on fundraising progress, donor engagement and performance for multiple constituencies.

#### Portfolio and Donor Management

- Work with frontline fundraisers to develop and manage portfolios and to design and implement prospect management plans.
- Conduct **prospect research and pipeline analysis** to support frontline fundraisers in cultivating new gift opportunities.
- Work with internal partners in refining policies for gift acceptance and campaign counting standards.

## Leadership & Team Collaboration

- Partner with the Development and Communications teams to enhance stewardship and donor engagement initiatives.
- Work closely with the Business Office to reconcile donor gift records and to prepare for the School's annual audit and tax return.
- Ongoing education on industry trends and best practices in advancement services, ensuring continuous improvement in fundraising operations.
- Manage vendor relationships for the Advancement Office technology resource.
- Manage the Advancement Services Coordinator and ensure their timely and accurate completion of projects.

## Qualifications

Preferred candidates will possess the following qualifications:

- Bachelor's degree required.
- 5–7 years of professional experience in advancement services, fundraising operations or related, preferably in an independent school, college, university or nonprofit organization.
- Strong knowledge and understanding of fundraising across constituencies including Parent and Family giving, Annual Fund and Alumni Engagement and at all levels, including annual giving, major giving and planned giving.
- Expertise in donor database management.
- Prior management experience, preferably in an independent school, college, university or nonprofit organization.
- Demonstrated proficiency in Blackbaud Raiser's Edge NXT and reporting tools.
- Exceptional analytical, organizational and project management skills with a commitment to data integrity.
- Strong interpersonal and communication skills with the ability to collaborate across departments.
- High level of integrity, discretion and professionalism in handling donor information.
- Willingness to travel locally within the state of Ohio and work occasional evenings and weekends as needed.

## Physical Conditions

Candidates must be able to manage the following conditions:

- A fast-paced office environment requiring a high level of accuracy, a commitment to outstanding service and the ability to effectively multitask
- Occasional additional hours as needed to meet required deadlines
- A non-smoking environment

Columbus Academy believes strongly in the principles of diversity, equity, inclusion and belonging. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.

Legal requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

