

The Director of Advancement's primary purpose is to lead the Advancement Department, which is responsible for the School's fundraising, alumni relations programmes, communications and public relations. The successful applicant must provide innovative leadership for Advancement programmes with responsibility for planning and conducting a programme to increase fundraising success and link fund development to organizational planning.

This is a hands-on, multi-faceted position. The post holder must have:

- A Bachelor's degree, with a Master's degree preferred, and five (5) or more years of progressively responsible experience in development, management and operations or another closely related field;
- Leadership and management experience of staff and volunteers, with the ability to motivate people and ensure quality work;
- Strong interpersonal and written communication skills, with an attention for detail;
- Demonstrable knowledge of the principles of fundraising, including experience in leading capital campaigns, major gifts, and annual appeals;
- Familiarity with the major components of alumni relations;
- Experience with communications and public relations;
- The ability to adapt, effect change and manage innovation while embracing the traditions and heritage of the School;
- Experience in communicating with corporate donors on a knowledgeable and professional level;
- The ability to work closely and comfortably with all stakeholders in a private school setting: trustees, staff, parents, alumni and students;
- Strong planning skills to establish priorities, set objectives and achieve stated goals;
- Superb organizational skills and the ability to advance a large number of projects simultaneously;
- The ability to maintain confidentiality and to exhibit good judgment in making decisions concurrent with School policy;
- Outstanding diplomacy, tact and judgment to support extensive external contact with all stakeholders;
- Strong PC and Microsoft Office Skills. Expertise in MS Word, Excel and PowerPoint. Working knowledge of Raiser's Edge would be an advantage.

BHS is an equal opportunity employer.

Candidates for the above position should submit a completed résumé including three (3) recent professional references (one of which should be your current employer) to:

Mrs. Linda Parker, B.A., B.Ed., M.Ed.
Head of School
The Bermuda High School for Girls
19 Richmond Road
Pembroke HM 08
Bermuda

Or by e-mail to: recruitment@bhs.bm

Closing date for applications: June 23, 2011

The Bermuda High School for Girls is committed to educating its students to the highest international standards and to fostering confident, responsible global citizens.

19 Richmond Road T +1 441 295 6153
Pembroke HM 08, Bermuda F +1 441 278 3017 www.bhs.bm

