Parker School seeks an Advancement Director to lead the school’s development and marketing efforts, including annual giving, fundraising events, and capital campaigns. The Advancement Director reports to the Head of School and is a member of Parker’s senior leadership team. The Director needs to thoroughly understand and be supportive of the school’s underlying mission. Raising the financial resources and generating goodwill to advance the school’s mission will require exceptional independent judgment and creative problem-solving.

The School
Parker School is a non-profit, college-preparatory, independent day school fully accredited by the National Association of Independent Schools (NAIS) and the Western Association of Schools and Colleges (WASC). Established in 1976 by community leaders, Parker School has been an important educational community resource for more than four decades. Located in Kamuela Hawaii, Parker School is dedicated to serving a diverse student body.

Parker began as a ninth through twelfth-grade high school, adding grades seven and eight in 1977, grade six in 2004, and kindergarten through fifth grade in 2005. Today, Parker School is thriving as it serves 315 students in kindergarten through twelfth grade. There is so much about Parker School that promotes a joyful, engaged, outstanding educational experience for all students. The school community cherishes Parker’s tight-knit and extended family feeling, in which each student is known, valued and nurtured. Meaningful relationships between faculty and students are close, and Parker students experience a deep level of comfort and support throughout the school. In Hawaiian, this all-embracing sense of family and community is `ohana, the distinguishing quality of Parker School. Academic excellence and outstanding programs in the fine and performing arts, and in Speech & Debate, also distinguish Parker School. Parker provides just the right mix of challenge and support to bring out the very best in each student.

The Community
Parker is deeply rooted in the close-knit community of Waimea (mailing address Kamuela) on magnificent Hawai‘i Island. At 2,700 feet (823 m), Waimea enjoys the beauty and moderate climate of “upcountry” Hawai‘i. Waimea is the headquarters for two of the world’s largest astronomical observatories, located on Mauna Kea. The area is also rich in agriculture and ranching. Parker Ranch, the largest contiguous cattle ranch in the United States, has been based in Waimea for 160 years, and Parker School has deep roots in the paniolo (cowboy) culture of Hawai‘i Island. The island’s top hospital, affiliated with The Queen’s Medical Center on O‘ahu, is in Waimea. Waimea also boasts a thriving performing arts and education non-profit called Kahanu Theatre. Every season, Kahanu Theatre presents world-class artists of all varieties (music, dance, performance, family, etc.) from Hawai‘i, the US, and beyond. The Kohala Coast, a very popular tourist destination, is a short drive away.
Located on 23 acres in the center of town, the school is committed to serving the local community by maintaining tuition at a reasonable level and providing tuition assistance (currently to nearly 50% of the student body).

The Opportunity
This is an exciting time to be at Parker! As it begins its 43rd year, Parker is preparing for the next chapter of growth and development. With the arrival of a new Head of School in July, the School will embark on a vision setting process, setting a course for the future.

We are looking for a dynamic advancement director ready to make their mark on a school by strengthening the philanthropic culture of the school, completing the Capital Campaign, and supporting the alumni program. The “Broadening Foundations for Excellence” Capital Campaign is specifically focused on the building of a new Center for Sports, Science, and the Arts which will serve the entire school community and bring exciting program growth to Parker School.

The Position
Essential Functions of the Advancement Director include:

- Managing all fundraising efforts of the Advancement Office to support the school’s programs, including donor relations, grant application and administration, database management, budgeting and reporting, and employee supervision.
- Coordinating special fundraising and advancement events
- Overseeing marketing and public relations efforts
- Serving as a liaison between the school and constituent groups, including alumni
- The Advancement Director is a member of the senior leadership team and acts as a liaison to the Board of Directors.

Qualifications for this position include a related bachelor’s degree (master’s degree preferred), experience in school administration or public relations/marketing/fundraising experience in a professional office, and proven success in grant writing.

The ideal candidate will possess the following skills:

- Understanding of independent school communities and culture, including an eagerness to work hard as both leader and team member
- Ability to develop, implement, and assess major fundraising projects and program budgets
- Effective team building and personnel management abilities
- A proven track record of progressively challenging fundraising success, including annual operating support (annual fund, annual auctions and events), major gifts, capital campaigns and grants
- Excellent organizational skills and attention to detail
- Ability to manage and prioritize multiple responsibilities simultaneously.
- Ability to manage competing demands, and adapt to frequent or unexpected changes.
- Demonstrated ability to use good judgment and maintain confidentiality
• Excellent oral, written communications, and presentation skills
• Superior interpersonal skills and the ability to interact professionally with colleagues, donors, volunteers and community members
• The personality, energy, integrity, warmth and leadership to inspire a school community
• Database (CRM), prospect research, and general technology experience required

More information about Parker School can be found at www.parkerschoolhawaii.org. To apply, submit a resume and letter of interest with three references to hr@parkerschoolhawaii.org.