



PROVIDENCE
MONTESSORI

Advancement Manager

Position Summary

The Advancement Manager will lead the development of Providence's fundraising and community engagement program. This is a founding advancement role: the school has a strong reputation and a loyal community, but it is still building the systems, habits, and shared language needed for a mature culture of philanthropy.

The Advancement Manager will partner with school leadership, the Board of Trustees, the Development Committee, the Development Advisory Board, and parent volunteers to grow annual giving, strengthen donor stewardship, engage alumni and grandparents, support fundraising events, and build a sustainable development infrastructure.

This role is ideal for a strategic, relational, and self-directed advancement professional who can both execute day-to-day fundraising work and help Providence's leadership community become more confident and effective in donor engagement.

Key Responsibilities

- Build and manage Providence's annual advancement calendar, including annual giving, stewardship, campaigns, events, and donor communications.
- Lead annual giving strategy, including segmentation, appeals, timelines, tracking, follow-up, and participation goals.
- Develop a thoughtful donor engagement strategy for current parents, grandparents, alumni, past parents, board members, and community supporters, including prospective corporate or foundation sponsors.
- Lead and coordinate Providence's Development Committee in partnership with the Board liaison, including monthly meeting agendas, volunteer assignments, progress tracking, and follow-up.
- Evaluate, activate, and support Providence's Development Advisory Board as a meaningful volunteer resource for donor engagement, alumni and past-parent outreach, event support, and strategic introductions.
- Attend monthly Board meetings to provide development reports, share progress against annual fundraising goals, surface donor engagement opportunities, and help equip Board members to participate appropriately in Providence's advancement efforts.
- Create donor briefing materials, talking points, stewardship plans, and cultivation tools for school leadership, board members, and volunteers.
- Coach and equip the Head of School, Associate Head of School, board members, and parent volunteers to participate appropriately and comfortably in advancement conversations.
- Strengthen Providence's donor stewardship practices, including acknowledgment letters, impact updates, recognition, and ongoing relationship-building.
- Partner with school leadership and the Board to clarify fundraising priorities and communicate them clearly to the Providence community.
- Support and improve major fundraising initiatives and events, including Providence ROCKS, Bluegrass Gives, and other annual or anniversary-related efforts.

- Help build alumni and grandparent engagement strategies.
- Maintain and improve donor data, prospect tracking, gift records, and reporting.
- Draft or oversee fundraising-related communications, including appeals, newsletters, social media content, event messaging, and impact stories.
- Identify and write grants to help further our special projects or other programmatic needs, in partnership with key and applicable staff and team members.
- Recruit, train, and manage volunteers who support fundraising and community engagement.
- Track fundraising performance and provide regular updates to school leadership and the Board.
- Help Providence build a fundraising culture that is warm, ethical, inclusive, and aligned with Montessori values.

Ideal Candidate

The ideal candidate will bring:

- Three or more years of experience in nonprofit fundraising, school advancement, donor relations, community engagement, or related work.
- Demonstrated ability to build relationships and move people from general goodwill to meaningful support.
- Strong writing, messaging, and storytelling skills.
- Comfort coaching leaders, board members, and volunteers in donor engagement.
- Ability to discuss money and philanthropy with tact, clarity, and emotional intelligence.
- Strong project management skills and the ability to build systems where few currently exist.
- Experience with annual giving, donor stewardship, events, campaigns, or volunteer-led fundraising.
- Comfort working in a school or community-based environment with families from varied economic backgrounds.
- Familiarity with donor databases, CRM tools, spreadsheets, and fundraising reporting.
- Appreciation for Montessori education and the ability to communicate Providence's mission with authenticity.

Position Compensation Details

Employee Type	Full-time position
Compensation	\$58,000-\$70,000 annually, commensurate with experience and schedule
Benefits	Eligible for the following benefits: ❖ Health/Dental/ Vision Insurance ❖ Life Insurance/Disability ❖ 403(b) with employer contribution ❖ Flexible Spending Accounts ❖ Supplemental Insurances ❖ Tuition Discount/Free Before School and After School Care for children/grandchildren ❖ Paid Time Off - 5 discretionary/5 sick days ❖ Two weeks paid vacation ❖ Paid Bereavement Leave

About Providence Montessori School

Providence Montessori School is an authentic Montessori school in Lexington, Kentucky, accredited by the International Montessori Council and recognized by the Kentucky Non-Public Schools Commission. Founded in 1965 by parents committed to bringing Montessori education to this region, Providence serves children from 18 months through age 14 in thoughtfully prepared environments guided by trained Montessori teachers.

Providence's mission is to provide a holistic, quality environment that nurtures children's natural curiosity, lifelong love of learning, and ability to become citizens who better the world. As the school enters its 60th year, Providence is strengthening a sustainable culture of philanthropy so that parents, grandparents, alumni, and friends can help support the school's students, teachers, programs, facilities, and long-term future.

Why This Role Matters

Providence is not simply hiring someone to run events or send appeals. The school is looking for a builder: someone who can help a beloved 60-year-old institution create a healthier, clearer, and more sustainable culture of philanthropy. The right person will help Providence invite support in a way that honors both the school's mission and the real financial commitment families already make through tuition. This role has the opportunity to shape Providence's advancement program for years to come.