Chief Development Officer (CDO)
Princeton, NJ

Responsible for envisioning and managing the School’s development effort including (1) all fund-raising initiatives and programs in the US and abroad; (2) Communications efforts, coordinated with Director of Publications; (3) Stewardship of the Board of Trustees; (4) Coordination with the Board committees, the Managing Committee and the Director in Athens. Program elements include but are not limited to: the annual fund, capital campaigns, bequests, major gift solicitation, corporate, government and foundation grants, event management, prospective donor research, donor stewardship; alumni/ae association stewardship, and database management. The CDO is responsible for identifying, qualifying, cultivating, soliciting, and stewarding prospects and donors.

At a managerial level, the CDO serves as chief strategist for ASCSA fund development; defines and leads the fund development team; and provides primary staff support in fund-raising matters for the Director and the Board. As a senior member of the executive team, the CDO is also responsible for helping shape institutional strategy and for supporting the implementation of the ASCSA operating plan.

The CDO recruits, hires, trains, and manages (for performance and retention) the development staff according to ASCSA protocols and in line with fund-raising professional standards.

As steward of the ASCSA Board of Trustees and the Overseers of the Gennadeion Library the CDO and support staff manage all board functions and board committee meetings, work with the Nominating Committee in cultivating new board members and with the Development committee in setting funding policy and strategy and in assuring full board participation in the annual fund and capital campaign pledges.

Coordinates with the Director in Athens, the Chair of the Development Committee of the Board of Trustees, the President of the Board of Trustees, the Chair of the MC and others as appropriate.

Job Requirements:
- Understanding and belief in the vision, mission, and philosophy of the ASCSA
- A proven track record as a major gift officer and manager
- Excellent oral and written communications skills and an ability to listen and work harmoniously with staff and peers
- Social interaction skills, energy, enthusiasm, sense of humor, and ability to lead, take initiative, and innovate.

Qualifications:
- A bachelor’s degree; graduate level degree preferred
- 3-5 years progressively responsible experience in fund development; demonstrable personal solicitation success; management experience of teams and in reporting to CEO and Boards
- Knowledge of modern and ancient Greece preferred, including background in Hellenic studies, art and archaeology of ancient through modern Greece.
- Valid US and international driver’s license and ability and willingness to travel

Application:
Only electronic applications will be accepted. Submit electronic application online at https://ascsa.wufoo.com/forms/chief-development-officer/ (ASCSA, 6-8 Charlton Street, Princeton, NJ 08540) and attach, as word docs or pdfs, a cover letter listing your professional fund-raising experience and a detailed CV, and include names, addresses, and e-mail addresses of three references on the application form. Application review begins immediately and continues until the position is filled. Application deadline is December 1, 2013.

Visit the ASCSA website at: www.ascsa.edu.gr.

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