



# Ivymount



## **Director of Advancement** *Hybrid – Rockville, MD*

**DR*i* Waterstone**  
HUMAN CAPITAL

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## Overview

The Ivymount Organization is a nonprofit that provides trusted educational, therapeutic, and professional services and resources that invest in the abilities of neurodiverse children and young adults.

The Ivymount Organization operates two schools. The renowned Ivymount School, serving over 8,000 students since its founding, is a nonpublic Special Education Day school for students with autism and related disabilities, Kindergarten through age 21. The Maddux School is a private school with a distinctive social learning curriculum for pre-kindergarten through second grade. Ivymount also brings the success of its schools to the community through therapeutic and recreation programs and services, and professional consultation and products delivered by the Ivymount Endeavors Program, Ivymount Community Outreach & Services, and the Ivymount Professional Collaborative.

For over 60 years, our mission has driven the growth of Ivymount from two classrooms in the basement of a church to become the broad collection of programs and partnerships that we are today. Through innovative services, dynamic new programs, community partnerships, and comprehensive training, Ivymount has evolved into a nationally recognized organization focused on positive outcomes for individuals with special needs.



# The Mission

## Our Mission

To enable our learners to live their best, most fulfilling lives. We fulfill our mission through student progress, staff excellence, and community leadership.

## The Ivymount Organization (“Ivymount”) is a nonprofit organization that:

- provides trusted educational, therapeutic, and professional services and products;
- invests in the abilities of children and young adults with disabilities and learning differences;
- leads in developing and delivering evidence-based special education and unique services and programs to meet the evolving needs of our community;
- provides thought leadership and products for other professionals.

## We are defined by Leadership

- Trustworthy: Has the competence to deliver on promises and a track record of doing so.
- Innovative: Has a clear vision and the creativity to pursue it. Think thought- leadership.
- Experienced: Has accumulated knowledge firsthand, faced challenges and “knows the ropes.”

Complementing Ivymount’s leadership traits is the quality of caring. This is seen both in the passion Ivymount brings to its work and to the compassion and love it directs toward clients and families.

We’ve grown from a small, community-based school to a premiere nonprofit educational organization. But we remain committed to our original goal to provide compassionate, science-based support that empowers our students and clients to achieve their greatest independence and lead fulfilling lives beyond the walls of Ivymount.



# The Community Engagement & Development Team

The **Community Engagement & Development Team** at Ivymount is pivotal in driving the organization's financial and promotional efforts, ensuring that Ivymount operates at its full potential for the benefit of students, clients, families, and professionals. The team also plays a key role in promoting Ivymount to the broader community as a premier service provider and a hub of resources and expertise. The team includes the Director of Advancement, Director of Finance, Director of Communication and Marketing, the CEO and various team members. The primary objectives of the Team include:

- ❖ Supporting fundraising, grant writing, communications, marketing, budgeting, and relationship cultivation efforts. This is achieved through the creation and execution of a comprehensive annual agenda that aligns with the strategic Long-Range Plans of both the Ivymount Organization and the Ivymount Foundation Board.
- ❖ Proactively seeking and identifying opportunities to enhance relationships with philanthropic individuals, corporations, grant makers, communities, and political leaders. This includes engaging in fundraising activities, donor pipeline development and management, identifying and recommending new Board members, partners, and donors, effectively stewarding current donors, and exploring new opportunities in various categories of fundraising and programming (such as planned giving and corporate match programs).
- ❖ The team focuses on building and maintaining relationships with individuals, philanthropic foundations, corporations, major donors, government entities, and vendors to support Ivymount's mission and growth.



**Growth: Helping young people live their most fulfilling lives**

**Collaboration: Leading the way in education, training, and outreach**

**Partnership: Connecting and caring for our community**

# The Opportunity

The **Director of Advancement** oversees an extensive Community Engagement and Development program that aligns with and supports the mission and initiatives of the Iymount Organization. This role involves building and maintaining relationships with donors, overseeing advancement activities, including project management of the leadership agenda, and leading a small advancement team.

Additionally, this position serves as the primary liaison with the CEO between the board of directors and the organization. Duties and responsibilities include:

## Fundraising Strategy & Donor Relations

- ❖ In collaboration with the Community Engagement Leadership Team (i.e., CEO, Communication/Marketing Director, and Director of Finance), develop and execute a comprehensive community engagement and development agenda
- ❖ Identify and cultivate potential donors, ensuring a robust pipeline of funding sources
- ❖ Build and maintain strong relationships with individual donors, foundations, and corporate partners
- ❖ Create and implement personalized donor stewardship plans to engage and retain donors
- ❖ Collaborate with program staff to understand funding needs and communicate impact to donors

## Team Leadership

- ❖ Manage the Community Engagement agenda by ensuring accountability of outcomes, clear roles, and a system for communication and collaboration
- ❖ Manage, mentor, and support a team of professionals, including a full-time Advancement Associate, part-time board liaison, and part-time grants administrator
- ❖ Set performance goals and monitor progress to ensure team success

## Advancement Services

- ❖ Oversee the management of donor databases, ensuring accurate and up-to-date records
- ❖ Supervise gift processing and ensure timely acknowledgment and reporting of donations
- ❖ Conduct research to identify new funding opportunities and trends



## Reporting and Analysis

- ❖ Prepare regular reports on fundraising activities, progress, and outcomes
- ❖ Analyze data to inform strategic decisions and improve fundraising effectiveness

## Board Management/Liaison

- ❖ Serve as the primary liaison between the organization and the board of directors
- ❖ Facilitate communication and collaboration between the board and staff
- ❖ Coordinate and organize board meetings, prepare agendas, and distribute materials
- ❖ Assist the board in understanding and fulfilling their fundraising and governance responsibilities
- ❖ Ensure board succession planning and actively participate in building a strong and diverse board

## Other Job Duties and Responsibilities

- ❖ Facilitate formal and informal training and professional development opportunities for the community engagement team
- ❖ Work nights and weekends as required by fundraising activities
- ❖ Other related job duties and responsibilities as assigned by the supervisor



## The Candidate

The successful candidate will have an authentic approach that combines an outstanding ability to listen to prospective donors, gauge their interest and determine the right moment to make the “ask.” Preparation, organization and a passion for the mission are a must. The fundraising goal is between \$700K and \$1M annually with particular emphasis on individuals and an expanded effort to recruit corporate entities beyond the biennial gala. Prospective candidates should excel in a small team setting, possess the ability to develop, execute, and successfully accomplish strategic initiatives with a proven track record of achieving results in a similar environment.

### Education

- ❖ Bachelor's degree in a related field (e.g., nonprofit management, business administration, communications)

### Experience, Knowledge, and Skills

- ❖ Proven track record of successful major gift solicitation and donor stewardship.
- ❖ Proven ability to thrive in a fast-paced, entrepreneurial setting with aggressive deadlines; management of multiple priorities and projects while balancing long-term goals.
- ❖ Exceptional and persuasive written, oral, interpersonal, and presentation skills with the ability to effectively interface with staff, community leaders, and senior-level executives.
- ❖ A sharp mind, top-notch critical thinking, and organizational capabilities, adept at quickly absorbing information from various angles, always keeping an eye on the big picture while maintaining superior attention to detail.
- ❖ High level of integrity, trust, and accountability along with excellent judgment, intuition, and common sense, as well as the right blend of professional confidence with a keen sense of diplomacy.
- ❖ Collaborative, team-oriented work style with self-motivation and drive to get the job done.
- ❖ Adept at using Razor's Edge or similar, Microsoft Suite, Google Docs, and Teams.
- ❖ Proposal writing experience; some event planning experience is a plus.

### Desired Qualifications

- ❖ Prior experience in planning and executing large-scale fundraising events
- ❖ Knowledge of government funding, including local, state, and federal

### Professional Development Training

- ❖ Complete annual performance review and professional development with supervisor
- ❖ Other professional development and/or training as assigned by the supervisor



# Ivymount

**Applications should be submitted at:**  
**<https://driwaterstonehc.com/position/director-advancement-ivymount>**

All first-round interviews for this position will take place via video conference with DRiWaterstone.

**Compensation:** Salary Range: \$105K - \$120K

**Location:** Hybrid – Rockville, MD

DRiWaterstone is an executive search firm that recruits senior leaders for non-profit and social enterprise organizations

## **Equal Opportunity Statement**

At the Ivymount Organization, we are committed to providing a safe and caring space for everyone to work and learn. Building an inclusive, high-performing team that is diverse across lines of personal identity is integral to our success and we are proud to be an equal-opportunity employer.

To that end, Ivymount provides equal employment opportunities to all employees and applicants. Accordingly, Ivymount carries out all terms and conditions of employment without regard to race, creed, color, religion, gender, sexual preference, national origin, marital status, veteran status, age, or disability.