



*Opportunity
Statement*

📍 Austin, TX

Director of Advancement

Immediate Hire



About The Girls' School of Austin

The Girls' School of Austin (GSA) is an independent K–8 school providing an academically challenging education for girls in a community that fosters imagination and personal excellence. Our mission is to develop confident young women who lead intellectually vibrant and fulfilling lives.

At GSA, students flourish in a respectful, inclusive, and supportive environment that recognizes persistence, celebrates accomplishments, and encourages healthy risk-taking. Guided by dedicated and inspiring teachers, our girls explore a well-rounded curriculum that cultivates curiosity, creativity, and service to others.

We hold a deep commitment to creating a welcoming community where every student feels valued and supported. We believe that a wide range of experiences and perspectives strengthens our school and enriches learning for all. We strive to ensure that every student has access to meaningful opportunities and a genuine sense of belonging. As a result, the Girls' School of Austin is a vibrant, evolving community where young women grow into engaged leaders and change-makers, equipped to shape a bright and dynamic future.

GSA at a Glance



18

students per class

150

students in grades K-8

10+

active partnerships with
local organizations and
charities

22

years as Austin's only
private girls school



The Position: *Director of Advancement*

The Girls' School of Austin seeks a strategic, relationship-driven Director of Advancement to lead all fundraising, development, and advancement initiatives at a pivotal moment in the school's growth. The Director of Advancement will work closely with the Head of School, Board of Trustees, staff, and community stakeholders to achieve annual and long-term fundraising goals that ensure the school's financial sustainability.

This includes oversight of the annual fund, major gifts strategy, donor cultivation and stewardship, advancement communications, community engagement, and long-range institutional fundraising initiatives including a comprehensive campaign. The Director of Advancement also plays a leadership role in shaping GSA's culture of philanthropy and strengthening its visibility in the broader Austin community.

This is a full-time, on-campus position requiring a strong presence in both school and donor communities.



*Transforming Support
into Lasting Impact*



Key Responsibilities

Annual Giving & Donor Stewardship

- Lead GSA's Firebird Fund (annual fund), developing innovative strategies to reach annual fundraising goals.
- Cultivate, solicit, and steward donors at all levels, with a particular emphasis on major gifts.
- Develop engaging, mission-centered communications to strengthen donor relationships and highlight the impact of giving.
- Collaborate with faculty, staff, and parent volunteers to broaden community participation in philanthropy.

Comprehensive Campaign & Long-Term Advancement Strategy

- Partner with the Head of School and Board leadership to design and execute long-term advancement strategies supporting GSA priorities, including campus expansion, program growth, and long-term financial sustainability.
- In collaboration with Campaign Director, support the planning, launch, and implementation of capital, programmatic, and endowment campaigns, including volunteer leadership and campaign committees.
- Identify, cultivate, and engage prospective campaign donors and foundations.
- Track progress toward long-term fundraising milestones and adjust strategies as needed.



Community Engagement & External Relations

- Represent GSA as an ambassador in the Austin philanthropic and independent school communities.
- Build and maintain strong relationships with parents, alumnae, grandparents, community partners, foundations, and friends of the school.
- Direct communications team to ensure alignment of messaging that supports advancement and promotes the mission of GSA.
- Strengthen alumnae engagement through events, communications, and networking opportunities.

Leadership, Management & Collaboration

- Serve as a member of the school's senior administrative team, contributing to institutional decision-making and strategic planning.
- Supervise and support the advancement staff, ensuring excellence in data management, donor acknowledgment, marketing, and event planning.
- Partner with the Advancement Committee of the Board of Trustees to set direction, report progress, and ensure best practices.
- Maintain and improve systems for donor records, reporting, prospect research, and stewardship using GSA's CRM platform.



Qualifications

- Bachelor's degree required; advanced degree preferred.
- 5+ years of increasing responsibility in fundraising or advancement, preferably in independent schools, education, or the nonprofit sector.
- Demonstrated success in cultivating, soliciting, and securing major gifts.
- Experience planning and managing annual funds, capital campaigns, and/or endowment fundraising.
- Strong leadership experience, including managing staff or volunteers.
- Proficiency with CRM systems and best practices in data management and donor engagement.
- Exceptional written and verbal communication skills.
- Ability to build strong, authentic relationships across diverse communities.
- Strategic and creative thinker with strong organizational skills and follow-through.
- Commitment to GSA's mission, values, and dedication to diversity, equity, and belonging.



Qualities & Competencies

- Enthusiasm for working in a vibrant K–8 environment with committed faculty, passionate families, and joyful students.
- Ability to collaborate effectively, motivate volunteers, and build community engagement.
- Strong analytical skills with the ability to develop and interpret performance metrics and fundraising data.
- Approachability, flexibility, integrity, and a deep commitment to fostering a culture of philanthropy.



Compensation & Benefits

GSA offers a competitive salary commensurate with experience, along with a comprehensive benefits package that includes:

- Medical, dental, and vision insurance
- Retirement plan with employer matching
- Generous paid time off
- Professional development opportunities
- A supportive and mission-driven work environment

Salary Range: \$113,000–\$120,000





How to Apply

The Girls' School of Austin has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Interim Director of Advancement, Robyn Burchfiel), a resume, and a list of at least three professional references consolidated as a single PDF document to Victoria Jones, Recruiter, at victoria@dovetailedsourcing.com.

Please do not contact the school directly.



thegirlsschool.org

📍 2007 McCall Rd | Austin, TX 78703

📍 Austin, Texas

Located in the heart of Central Texas along the Colorado River, Austin is a vibrant and fast-growing city known for its creative spirit, live music, and dynamic cultural scene. Blending a thriving technology sector with abundant green spaces and a relaxed lifestyle, Austin offers a distinctive mix of innovation, outdoor recreation, and community energy.



Highlights

- **Live Music & Arts:** Known as the “Live Music Capital of the World,” Austin hosts iconic events like South by Southwest and the Austin City Limits Music Festival, alongside countless live performances throughout the year.
- **Outdoor Recreation:** Parks, lakes, and trails—including Lady Bird Lake—provide opportunities for kayaking, cycling, hiking, and enjoying Austin’s warm climate.
- **Innovation & Education:** A hub for technology and entrepreneurship, Austin is also home to The University of Texas at Austin, contributing to the city’s intellectual and cultural energy.
- **Dining & Local Flavor:** From food trucks and barbecue to acclaimed restaurants and vibrant farmers markets, Austin’s culinary scene reflects the city’s creativity and diversity.
- **Accessible Location:** Centrally located with a major international airport and expanding transit options, Austin offers convenient connections throughout Texas and beyond.