



**Available Position:** Assistant Head of External Affairs  
**Department:** Head of School Office  
**Reports to:** Head of School  
**Full/Part-time:** Full-time (12 month)  
**Date Posted:** February 21, 2023  
**Start Date:** July 1, 2023

**About The Trinity Preparatory School of Florida:**

Trinity Preparatory School is an independent, coeducational, college preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity in thought and perspective, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

Founded in 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established the Trinity Preparatory School in grades six through 12. Affiliated with the Episcopal Church, we welcome families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our dedicated and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both inside and outside of the classroom with a balance of academic rigor and wellness. Trinity's student body and families are a reflection of the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

**Position Description:** The Assistant Head of External Affairs is responsible for creating and implementing effective practices that elevate the School community and advance our financial sustainability in alignment with our mission. Working closely with the Head of School and all external facing leadership including Admissions, Advancement, and Marketing and Communications, this strategically oriented, yet technically savvy team member will engage a diverse array of stakeholders; lead campaign and legacy giving activity; orient our external marketing towards growth and sustained advancement over the next ten years; and enhance the School presence nationally and internationally. The Assistant Head of External Affairs reports to the Head of School and serves as a vital member of the Administrative Team.

The ideal candidate is dedicated, detail-oriented, highly organized professional with outstanding interpersonal and communications skills, a passion for creating and executing dynamic events that amplify the School, community engagement and fund raising contexts.



The Assistant Head of External Affairs will exemplify Trinity Prep's four Core Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
- Ensures Accountability
- Communicates Effectively
- Cultivates Innovation

The Assistant Head of External Affairs will exemplify Trinity Prep's Leadership Competencies that apply to the role within the organization:

- Strategic Mindset
- Drives Engagement
- Customer Focus
- Drive Results

### **Duties and Responsibilities:**

#### **As the Assistant Head of External Affairs you will:**

- Create a comprehensive advancement plan with clearly defined objectives, timelines, and division of responsibilities with clear focus on reaching campaign and capital gift goals.
- Develop strategic and tactical plans campaigns, planned giving, and capital and major gifts.
- Develop and implement strategies to increase fundraising dollars and participation across all constituencies that enhances the culture of philanthropy within the Trinity Preparatory School community.
- Supervise the marketing efforts to ensure the school's branding is clear and consistent.
- Coordinate with the Advancement, Marketing, and Admissions departments to ensure these departments are working collaboratively throughout the year.
- Review school and departmental policies and procedures with the goal towards continuous improvement and align with best practices.
- Work weekends and evenings as required.
- Perform duties as assigned by the Head of School.

#### **As a Member of the Administrative Team you will:**

- Effectively collaborate with the Administrative Team and key departments.
- Supervise the Director of Advancement; Director of Admission and Tuition Assistance; and Director of Marketing and Communication to ensure each department's working timeline compliments the other and that each department is working collaboratively to enhance the school's admission and advancement efforts.

#### **Working closely with the Head of School you will:**

- Ensure the effective deployment of the Head of School, key members of the Administration Team, and/or key volunteers in advancement initiatives.



- Work with the Head of School and Chief Financial Officer in the formulation of an annual advancement budget and monitor achieving budget goals throughout the year.
- Serve with the Head of School as key spokespersons and advocate for the School, on campus and in the community.
- Collaborate with the Head of School, Administrative Team, Advancement Team, and volunteers to plan and implement strategies to increase donor and volunteer engagement.
- Secure and assign solicitations for campaign, capital, and legacy gifts. Manage a team of board volunteers to solicit for major gifts.

**Leading the Advancement Team you will:**

- Actively lead the Director of Advancement and the Advancement Team (.i.e. Development Associates; Director of Alumni Relations; and Major Gifts Officer) toward effective execution of the following areas: alumni relations, parent relations, fundraising, special event planning, database management, and volunteer management.
- Manage the Advancement Team's cultivation through personal visits, acknowledgements, and events. Create strategies to ensure there is a clear call to action and purpose for cultivation efforts that directly translates to giving.
- Construct, articulate and execute written annual advancement plans.
- Promote professional development among members of the Advancement Team.

**Qualifications and Experience:**

- Master's degree and Certified Fund Raising Executive (CFRE) certification are preferred. Bachelor's degree from an accredited institution or the international equivalent with a focus in a related field is required.
- Minimum of 7 to 10 years experience in progressively responsible, non-profit Development leadership.
- Articulates and demonstrates an authentic commitment to engage and steward a diverse community of donors.
- Promotes an inclusive environment that values, encourages, and supports differences.
- Professional leadership experience with a successful record of communications, fundraising and donor and volunteer engagement.
- Prior experience leading a team with direct reports.
- Proven success creating a collaborative and creative working environment that shares a commitment to the mission of the School.
- Experience securing large-scale gifts from individuals, foundations, and corporations.
- Demonstrated experience executing a successful major capital campaign and annual fundraising planning.
- Ability to apply current trends in development, prospect discovery, fundraising, alumni relations, and strategic marketing.
- Ability to influence a diverse range of key stakeholders.
- Ability to build long term relationships, adapting to a variety of donor situations and expectations.
- Exceptional project management skills; goal driven; detail-oriented; and the ability to set and meet deadlines.



- Excellent written and oral communication skills.
- Deep understanding of Independent School culture.
- Knowledge of and appreciation for Orlando culture.
- Must be able to pass a Jessica Lunsford Level II background check and drug test.

**Certifications Required:**

- CPR/AED/First Aid are able to be gained upon hiring.

**Application Requirements:**

- Interested candidates should complete an application through the below link:  
[APPLY NOW](#)

**Benefits:**

- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plan.

**Employee Nondiscrimination Policy:**

- Trinity Preparatory School is an Equal Opportunity Employer.