



The Summit Preparatory School of Southwest Missouri is seeking a professional in the following area:

Advancement Officer - Part-Time (28 Hours/Week)

The Summit, located in Springfield, MO, is a fully accredited, independent, non-profit, co-educational day school meeting the learning needs of approximately 200 students, Early Learners through High School. It is characterized by its progressive, student-centered philosophy, academically challenging curriculum, personalized, “deeper learning” approach, motivated students, small class sizes, close-knit community of parents, and talented, dedicated faculty and staff.

The Summit is seeking a dedicated, dynamic professional with strong fundraising, relationship-building, and organizational skills to join its collaborative administrative team as a Part-Time Advancement Officer. This mission-driven leader will support and advance the school’s fundraising, donor engagement, and community partnership efforts in support of The Summit’s strategic vision and long-term sustainability.

Working approximately 28 hours per week and reporting directly to the Head of School, the Advancement Officer will work closely with Finance & Operations, Admissions, Communication, the Board of Trustees, and other school leaders. The position will play an important role in cultivating relationships, coordinating fundraising initiatives and events, strengthening donor stewardship, and expanding the school’s connections within the broader community.

Key Responsibilities

- Develop and implement annual fundraising and donor engagement strategies
- Cultivate and steward donors, families, alumni, foundations, business, and community partners
- Coordinate fundraising events, annual giving, sponsorships, and community engagement initiatives
- Lead major gifts, capital campaigns, and endowment efforts
- Prepare donor communications, appeals, grants, and other advancement materials
- Maintain donor records, track fundraising data, and prepare reports
- Identify opportunities to strengthen donor engagement and expand community awareness and support
- Collaborate with school leadership, faculty, staff, volunteers, and the Board of Trustees
- Represent The Summit in the broader community and support advancement priorities as needed

Candidate Profile

- Proven track record in fundraising, donor cultivation, stewardship, and annual giving
- Strong written, verbal, and interpersonal communication skills
- Excellent organization, initiative, and attention to detail
- Professionalism, discretion, integrity, and sound judgment
- The ability to manage multiple priorities independently and effectively within a part-time schedule
- Confidence in building meaningful community relationships
- Strong follow-through and the ability to move projects from planning to completion

The Summit Preparatory School of Southwest Missouri

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- Enthusiasm for education and community-building in a mission-driven environment
- A positive, team oriented approach

Qualifications

Required:

- Bachelor's degree in business, nonprofit management, communications, education, or a related field
- Minimum of 3-5 years of experience in fundraising, advancement, development, nonprofit management, or a related field
- Experience planning and executing fundraising campaigns, events, or community engagement initiatives
- Experience with donor management systems
- Proficiency with Google Workspace applications
- Ability to work occasional evenings or weekends for events and donor engagement activities

Preferred:

- Experience in independent school, higher education, or nonprofit advancement
- Experience supporting major gifts, capital campaigns, and endowment development
- Knowledge of fundraising strategy and donor stewardship best practices
- Experience working with volunteers, committees, or boards

Interested candidates should complete this [Application for Employment](#) and submit all required documentation, including a current résumé and letter of interest. Application is open until the position is filled. The Summit reserves the right to close the application process at any time. Please direct any questions about the position to Katie Heet, Head of School at kheet@thesummitprep.org.

EQUAL OPPORTUNITY EMPLOYER: No person shall, on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability/handicap, or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, harassment, or retaliation in the school's employment opportunities.