

Ardrina Scott Elliott

PO Box 307062 | St. Thomas, VI 00803 | [REDACTED]

Strategic education executive with over 20 years of leadership in K–12 and higher education, specializing in advancement, fundraising, stakeholder engagement, and institutional growth. Adept at leading cross-functional teams, building community partnerships, and crafting integrated strategies in enrollment, marketing, and development. Recognized for high-impact leadership, discretion, and a collaborative approach to institutional success.

CORE COMPETENCIES

- Fundraising & Donor Stewardship • Strategic Enrollment Management • Board Relations & Governance
- Advancement Strategy & Execution • Institutional Branding & Marketing • Grant Writing & Campaign Management
- Community Engagement • Team Supervision & Development • Data & Compliance Management

PROFESSIONAL EXPERIENCE

Assistant Head of School

All Saints Cathedral School – St. Thomas, VI | August 2022 – July 2025

- Serve as senior advisor to Head of School on institutional advancement and leadership matters.
- Supervise the Development Director and oversee all fundraising activities including annual giving and donor engagement.
- Lead accreditation processes and serve as AP Program Coordinator, ensuring compliance and academic excellence.
- Represent the Head of School at events, board meetings, and external engagements, promoting the school's strategic vision.
- Strengthen relationships with families, alumni, and the wider community to foster loyalty and philanthropic support.

Director of Development

All Saints Cathedral School – St. Thomas, VI | January 2016 – July 2022

- Led successful capital projects and revitalized Annual Fund initiatives.
- Engaged alumni, vestry, and local stakeholders to build sustainable donor pipelines.
- Launched donor stewardship and recognition initiatives and improved fundraising data management.

Executive Assistant to the Rector

Ss. Peter and Paul Cathedral – St. Thomas, VI | January 2016 – March 2018

- Provided executive support including financial documentation, event logistics, and inter-ministry coordination.
- Maintained confidential records and served as liaison to parish and diocesan leadership.

Director of Gift Administration (Contract)

University of South Carolina – Columbia, SC | May 2013 – April 2014

- Managed IRS-compliant donor gift processing and reporting for advancement office.
- Worked with staff to ensure high standards in stewardship practices.

Director of Advancement Services

University of the Virgin Islands – St. Thomas, VI | April 2004 – October 2012

- Directed strategic advancement planning and Title III grant initiatives.
- Liaised with foundations and produced high-level donor proposals and stewardship documents.
- Chaired the Shared Governance Senate and contributed to university-wide initiatives.

EDUCATION

- Ph.D. in Creativity, Leadership, Innovation & Change (Expected May 2027) – University of the Virgin Islands
- MBA – Master of Business Administration – National University, San Diego, CA
- ABA-Approved Certificate in Paralegal Studies – University of San Diego, CA
- B.S. in Psychology and Economics – Wofford College, Spartanburg, SC

PROFESSIONAL AFFILIATIONS

- Council for the Advancement and Support of Education (CASE)
- St. Thomas Business and Professional Women, Inc.
- Thurgood Marshall College Fund, Inc.

TECHNICAL SKILLS

Google Suite | Microsoft Office | CRM Tools (Raiser's Edge, PowerSchool) | Adobe Acrobat | Project Management Tools | Digital Filing & Calendar Systems