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## **Director of Development Job Description**

### **Position Overview**

The Director of Development for The Academy will help to grow the culture of philanthropy throughout the school community. As the school advances to the next level of excellence called for in its strategic plan, the development program must increase its ability to fund growth accordingly. The Director of Development will be charged with expanding the current program and reaching beyond the current core of donors to build a robust, diverse effort including annual, major, and legacy gifts. The Director will also oversee the building of our alumni program, itself in its infancy.

This is a special opportunity for a dynamic development professional to push an innovative and excellent school with still-untapped potential to new levels of achievement and growth.

### **Specific Responsibilities**

- Develop initiatives that build communities among parents, students, and alumni, and engage them in ways that encourage them to give back to the school over the long-term;
- Develop the alumni network and foster healthy alumni relations with The Academy;
- Identify ways to enhance our annual fund, broadening our alumni base and engaging parents and trustees in new ways that garner increased and sustained giving among our different constituencies;
- Build an infrastructure that supports all components of fundraising including campaign communications, event coordination, donor stewardship, and database management;
- Oversee the school's annual Cornucopia Auction, our single-largest fundraiser;
- Participate in the formulation of a comprehensive strategic plan for raising funds for capital and operational needs;
- Supervise the management of the development database to track all donor relationships in Raiser's Edge;
- Recruit and work with Board and parent volunteers to ensure success of all development efforts;
- Write grant proposals and solicitation letters.

### **Qualifications**

For this high visibility opportunity, we seek an innovative, self-motivated individual with demonstrated interpersonal skills who can effectively relate to donors, volunteers, and colleagues. In addition to annual giving and alumni relations, experience with planned giving, and event planning are integral.

We are also looking for a colleague who will be:

- Exceptionally skilled at the interpersonal communication required to expand and maintain the long-term, supportive relationships that have been built throughout the school's young history
- A thoughtful partner who can understand the needs of program staff and translate those needs into promotional and fundraising opportunities
- A collaborator who can develop a cooperative spirit throughout the school community
- An excellent project manager and decision-maker
- Able to handle pressure while maintaining a sense of humor

Other requirements:

- Bachelor's degree or equivalent experience in a related field required
- 3+ years' experience in fundraising
- Experience with direct solicitation and closing charitable gifts
- Experience working with volunteers
- Independent school experience preferred