

# Job Description Director of Development



## JOB SUMMARY

The director of development is responsible for developing and implementing an annual fund and major gifts development plan for cultivating and soliciting annual gifts and major gifts within the framework of school policies, standards, goals, objectives, and budget.

## PRINCIPAL DUTIES

### ESSENTIAL FUNCTIONS:

#### ANNUAL FUND

- Develops a plan to identify, cultivate, and solicit individual prospects for the annual fund. Annual fund prospects: alumnae, family, and friends.
- Manages cultivation/stewardship events related to annual fund donors as needed.
- Oversees and implements solicitation of annual fund prospects and donors.

#### MAJOR GIFTS

- Develops a plan to work closely with major gift donors to develop partnership opportunities for the school.
- Cultivates and solicits major gift donors to help meet funding goals for the school.
- Performs solicitation of major gift donors.
- Manages special events related to major gift donor opportunities as needed.

#### DONOR STRATEGY AND COMMUNICATION

- Works closely to assure donor contact information is correct in the constituent database.
- Oversees the acknowledgment of all gifts to ensure timely and proper donor recognition.
- Assists in the development of annual budget and long-term strategic plan.
- Writes articles for school newsletter and community outreach marketing.
- Attends Donor Strategy Work Group meetings.

#### VOLUNTEER MANAGEMENT

- Works with the Head of the School, board members, and volunteers
- Coordinates and staffs board, committee meetings, Parent Leadership Group and/or Work Group meetings

#### EDUCATION/EXPERIENCE/SKILLS REQUIRED:

- Bachelor degree.
- Minimum three years work experience demonstrating competency in fundraising, community relations, or marketing/public relations.
- Knowledge of fundraising including donor cultivation and solicitation, planning, and evaluation.
- Excellent interpersonal, management, and verbal and written communication skills.
- Knowledge of budget development and administration.
- Computer skills preferred include MS Word, Excel, PowerPoint, Outlook, and Donor Database.