



Job Description

Title: Development Director

Department: Administration (Development)

Reports to: Head of School

Status: Exempt FTE: 1.0

Effective Date: 2021

General Summary:

A full-time, 12-month position reporting to the Head of School, the Development Director manages the 3-person development department to ensure that all tasks/duties are completed while meeting department goals and objectives.

Duties and responsibilities include but are not limited to creating and leading a comprehensive fundraising strategy inclusive of major gifts, annual appeals, fundraising events, planned giving, endowment and capital campaigns, donor stewardship, and prospect research all

Essential Functions

Leadership

- Develop and execute an annual fundraising strategy, in alignment with the school's strategic plan and in collaboration with the Head of School, Board of Trustees and development staff
- Set fundraising goals & budgets in accordance with the annual development plan, operational budget and strategic short and long-term needs of the organization
- Manage a department of three, acting as supervisor for the Alumni & Community Engagement Manager and Events & Campaign Coordinator, with a collaborative approach to both the creation and deployment of fundraising initiatives
- Conduct ongoing, data-driven analysis of all fundraising efforts; create strategies for annual revenue growth and enhancement of donor stewardship and communication activities
- Collaborate heavily with the Chairs of several volunteer-run committees including the school's Council of Ambassadors, the External Affairs Committee of the Board and Endowment Committee of the Board; serve as an active member of these committees to lead strategy, prepare meetings, share updates and presentations on development activities and build volunteer and donor engagement
- Serve as a member of the school's Senior Management Team consulting on organization-wide strategy and fostering collaboration across administrative departments towards shared goals
- Actively work to promote a healthy culture of philanthropy across all constituent groups of the school including trustees, staff, families, alumni, grandparents and friends.
- Act as a key ambassador for the organization, partnering with the Head of School, Board of Trustees and Council of Ambassadors to establish key external connections and expand the presence of The International School in the larger community



Major Gift Fundraising

- Manage a portfolio of approximately 50 active major donors
- Serve as front-line fundraiser personally soliciting gifts between \$5,000 - \$500,000; partner with the Head of School and Trustees on solicitations within the same range.
- Oversee all aspects of donor qualification, cultivation and stewardship activities
- Follow a donor-centered approach to fundraising, prioritizing relationships to deepen engagement with the organization
- Conduct ongoing prospect research to uncover and qualify new potential donors and volunteer for the school
- Lead growth of the school's Planned Giving program and Legacy Gift Society

Campaign Management

- Develop detailed campaign strategies to meet financial and organizational goals
- Track progress against campaign metrics, and report back to Head of School, Trustees and other stakeholders on a regular basis
- Collaborate across departments to successfully execute campaigns towards shared goals
- Lead strategy and activities for ongoing 30-month Vision Campaign in collaboration with the school's Marketing Director as well as an annual Grandparent Engagement Plan

Event Management

- Work in collaboration with the Development Team and other staff members and volunteers to plan and hold several annual department events including: an auction gala, donor appreciation breakfast, art & music jog-a-thon, grandparent tea, alumni events and others as necessary
- Execute all aspects of the donor appreciation breakfast and grandparent event from strategy, to marketing and event-day logistics
- Ensure that all fundraising events are tied to organization and development strategies and TIS' mission and values

Development Communications

- Oversee publication of all aspects of Annual Report; write articles, create donor honor rolls, procure photos and graphics, and coordinate printing and mailing with Development Team and outside vendors
- Draft personalized gift proposals and pledge forms for major gifts; create individual donor reports as needed
- Create personalized annual endowment reports for all endowment donors
- Write, create and send grandparent newsletter and other donor communications as needed
- Develop compelling donor-centered appeal letters and gift acknowledgements



- Collaborate with the School's Marketing Department to ensure all messages and publications are in alignment with school standards and strategic communication goals

Grant Writing

- Research grants, write grant proposals, and oversee all aspects of the grant application process
- Manage post-award grant reporting process

Administrative Duties:

- Prepare annual budget for Development Department and monitor expenses
- Work with trustees and staff members to create fundraising policy and procedures
- Create monthly financial reports for the Director of Finances for ongoing reconciliation of contributions
- Create policy and procedures for the Development Office, Staff and Volunteers
- Works to ensure monthly financial reconciliation with the Business Office
- Monitor all Development Department revenue and expenses- track expenses and income Appropriately
- Generate monthly reports for the Head of School and the Board
- Prepare yearly audit for the Business Manager
- Maintain accurate and up-to-date donor records and track donor activity daily • Train development staff on record keeping, database functions, policies and procedures as needed

Other functions

- Attend school-wide functions as requested
- Other duties as requested.

Knowledge, Skills and Abilities

Passionate about the mission and vision of the school

- Self-motivated, proactive, resourceful and creative problem solver
- Strong organizational and project management skills with the ability to meet deadlines
- Collaborative team player who can partner effectively with a diverse group of staff members and volunteers .
- Ability to maintain high level of donor confidentiality
- Attention to detail and ability to produce accurate information in the most efficient manner possible
- Ability to communicate effectively and professionally, orally and in writing, with a broad range of internal and external constituents.
- Comfortable proactively learning new technology and suggesting technology related solutions.
- Advanced skills in MS Office (Word, Excel, PowerPoint)
- Experience with Google Suite (gmail, google docs, google calendar)
- Advanced skills utilizing online database software, preferably Raiser's Edge



Working Conditions/Physical Requirements

- During peak activity periods, must have the ability to work in excess of 8 hours per day and/or 40 hours per week. Requires occasional evening and weekend hours
- Capable of quickly traveling to multiple locations on school campus including up and down hills, lifting or otherwise carrying 40 pounds, traveling up/down flights of stairs, and sitting for long durations, typing for continuous hours on a computer keyboard, and reading information on a computer screen.
- Ability to travel occasionally to attend events, conferences, site tours etc.
- Possess a valid driver's license and reliable transportation for off-site events and transportation.

Education Requirements

- Bachelor's Degree or equivalent experience

Required Experience

- 1-3 years experienced in a development role at a non-profit, preferably at an educational institution
- Proven track record of fundraising success through multiple funding channels (major gift fundraising, direct mail, grants, and events)
- Experience creating and leading a successful, comprehensive fundraising strategy
- Experience partnering with different constituencies on fundraising activities, including trustees, volunteers and senior administrative staff
- Background in administrative leadership, overseeing a department, and supervising employees
- Communicate fluently in written and spoken English
- Or any other combination of education and experience that meet the requirements of this position

Preferred Experience

- Comfortable in an international community with experience living and/or traveling overseas and studying other languages.
- Event planning experience
- Experience with graphic design/publications software (Adobe suite)