



## **Job Description: Director of Development**

Reporting to the head of school, the director of development supports the head's strategic fundraising efforts by designing, implementing, evaluating, and refining the development initiatives and systems at the school. The director also helps to identify, cultivate, solicit, and steward gift donors and prospects including individuals, corporations, and/or foundations, through visits and other forms of direct personal contact in accordance with performance targets set by the head of school and/or Board of Directors.

### *Fall Auction (online)*

1. Oversee auction website development and uploads (e.g., blurbs, photos of auction items, sponsorship logos)
2. Manage donor spreadsheet
3. Collaborate with photographer on capturing images of auction items
4. Help with communication to donors about giving toward the auction
5. Secure auctioned items and distributing to auction winners
6. Write thank-you notes to all contributors

### *Butter Braid*

1. Set up Butter Braid account
2. Communicate details and deadlines to families
3. Organize the taste-testing day with seniors
4. Manage pick-up day
5. Report/publish findings to the school's constituency

### *The BIG Serve*

1. Set up and manage the school's Pledge It account
  - a. Create family profiles
  - b. Upload corporate sponsorship donations
  - c. Encourage family and staff participate in securing student sponsorships
2. Draft communications to donors
3. Log donor info on spreadsheet
4. Follow up with donors about logos, contributions, and advertisement preferences (t-shirt; newspaper; banners)
5. Work with t-shirt, newspaper, and banners vendors for BIG Serve marketing
6. Collaborate with the Director of Communications on t-shirt design, marketing literature, and other important communications
7. Serve on BIG Serve leadership team, including assistance with securing service project opportunities for all grades

8. Assemble fundraising packets for families and helping them understand how to effectively fundraise

#### *The Eagle Campaign*

1. Work with the head of school to identify, cultivate, solicit, and steward potential gift donors
2. Assist in finding foundations that may be interested in contributing toward student scholarships or capital projects
3. Keep current donors apprised of the campaign's progress
4. Assist with organizing breaking of ground ceremonies and ribbon-cutting ceremonies
5. Seek opportunities to promote the campaign through various forms of media and advertising

#### *Annual Fund*

1. Assist head of school with developing the annual fund and communicating its purpose clearly to the school's constituency
2. Foster a culture of generosity among the staff and parent body

#### *Grants (as time allows)*

1. Search and apply for grants for which the school is eligible