



10/13/2020

Director of Development

Duties and Responsibilities

The duties of the Director of Development include but are not limited to the following:

- Support and partner with the Head of School and Board of Directors to ensure both the short and long term financial success and sustainability of the school.
- Write an annual development plan for the school in collaboration with the head of school and board vice president for development.
 - Determine the appeals that will be held during the school year.
 - Create a development budget for review by the budget committee.
 - Communicate these efforts to the board, the Head of School, the faculty and parents.
- Oversee the orchestration of all development activities including:
 - The cultivation, engagement and stewardship of all donors to the school.
 - Spearhead all fundraising efforts including but not limited to annual appeal, annual gala, supplementary campaigns, events, major gifts, planned giving, etc.
 - Manage the planning and execution of Mirowitz's Grandparent Circle, Alumni and Major Donor events.
 - Oversee the research, cultivation and writing of all grants.
 - Coordinate and directly execute direct solicitations of large gifts, large annual donors, special gifts and planned and major gifts.
 - Train lay and professional partners in fundraising, donor stewardship, ambassadorship, etc.
 - Serve as the professional point person for the following lay-led committees:
 - Development Sub-Committee
 - Committee on Trustees
 - Gala Committee
 - Maintain a current, detailed and clean database. (Donor connect)
 - Educate the parent population about their role in fundraising.
 - Educate and work with faculty and staff to understand their role in development.

- Oversee a portfolio of over 400 donors.
 - Responsible for raising approximately \$1.2 million annually in revenue.
 - Growing the school's endowment, overseeing allocation of endowment income (working with Business Manager and Investment Manager) and stewardship of endowments.
 - Writing grant proposals, white papers, donor proposals, stewardship and gift acknowledgements and persuasive correspondence with donors.
- **Supervisory Duties:**
 - The Director of Development will supervise the Associate Director of Development (who works 50% in Development), the Front Office Assistant and any contracted development consultant.
- **Leadership Team:**
 - Participates on the Leadership Team of the school, meeting weekly and sharing in administrative responsibilities.
 - Collaborates with the Director of Admissions and Marketing on all appeals.
 - Collaborates with Business Manager on allocation, stewardship and reporting of annual named funds.

Required Minimum Job Qualifications:

- 5-7 Years of successful fundraising experience.
- Proven track record of meeting fundraising and major gift goals.
- Excellent written, interpersonal and verbal communication skills.
- Strong track record of moving prospects through the lifecycle of a donor: cultivation, solicitation and stewardship.
- Experience in Major Gifts and Planned Giving.
- Working knowledge of prospect identification and constituent databases.
- Computer proficiency.

Preferred Qualifications:

- Strong commitment to high quality Jewish and secular education.
- Masters degree.