

Summers-Knoll School Director of Development

Start date: July 1st, 2008

This is a full time position. The successful candidate will be experienced in fundraising and development for not-for-profit organizations. He/she will be an excellent communicator and team player. He/she will also be a flexible, independent worker. The Director of Development reports to the Head of School. Responsibilities include the following:

- To devise and manage a program designed to attract the maximum gift support possible to the institution. This program will include annual fund solicitation; planned giving programs; corporate and foundation proposals; and planning for major capital gifts.
- To help develop and coordinate all aspects of the major gifts campaign.
- To keep the Head of School and Development Committee informed on a weekly basis of all fund-raising activities.
- To develop a plan to increase alumni and parental support of, and involvement in, the institution.
- To create a coordinated publications and printing program which will most effectively communicate with our various constituencies.
- To develop a complete program of research into and an action plan of solicitation of the school's key prospects.
- To serve as staff support for the Development Committee of the Board of Directors.
- To oversee processing of all gift income for the purpose of providing receipts and the maintaining of giving records of donors to the school.
- To develop and lead volunteer and support staff in fund-raising activities.
- To serve on the Communications Committee of the Board of Directors.
- To take an active role in implementing and developing the school's marketing plan, in cooperation with the Communications Committee.
- To perform other duties as assigned by the Head of School.