

The Galloway School

Job Title: Development Director
Reports to: Head of School

Summary

The Galloway School is seeking a Development Director responsible for developing, managing and promoting all aspects of the school's fundraising efforts. The Director of Development will oversee all development efforts, constituent/alumni relations and strategic leadership and management of the department, staff and budget.

Duties and Responsibilities:

- Designs, manages, and oversees the school's development activities and campaigns including capital campaigns, major gift campaigns and the implementation of annual and multi-year fundraising strategies that align with the school's Board-approved strategic plan
- Ensures effective execution of fundraising strategies while building a robust donor program through individual donor relationship management and stewardship events
- Identifies, cultivates, solicits and stewards major and planned gift donors and prospects including individuals, corporations and foundations through visits and other forms of personal contact
- Researches, writes, edits or oversees the preparation of all advancement-related communication materials in support of the school's fundraising activities
- Has overall responsibility for the successful planning, implementation and evaluation of alumni relations
- Develops and manages the annual budget for the Development Office
- Leads and manages a team of staff members responsible for major gifts, planned giving, the Annual Fund, grant writing, alumni relations, stewardship events and database administration
- Mentors, guides, evaluates and collaborates with development staff members, including setting clear goals, providing regular feedback, and encouraging open and ongoing communication both within the office and with other key departments
- Works with the Head of School and the Development Committee of the Board of Trustees to develop strategies to initiate and meet fundraising goals
- Assists in the short and long-term strategic planning activities to create and implement development goals and objectives
- Collaborates with the Director of Admissions and Director of Communications to develop strategies to ensure a positive public exposure for the school
- Acts as a key spokesperson on behalf of the school and builds relationships both with school constituents and in the community
- Manages and supervises volunteers as necessary

Qualifications & Skills

The Galloway School

- Bachelor's degree required
- 5-10 years experience in leadership and management roles in a successful advancement or development office, ideally in an independent school
- Significant professional involvement with annual and major gift programs, multi-million dollar capital and endowment campaigns, communications, alumni relations, special events, and corporate and foundation relations, ideally in an education-related setting such as an independent school or college
- Track record of raising major gifts through direct solicitation as well as by staffing, mentoring, coaching, and otherwise supporting the Head of School and volunteers in targeted fundraising efforts
- Familiarity with and commitment to best practices in independent school fundraising
- Needs to exhibit organization, creativity, patience, a sense of humor, and great attention to detail
- Strong interpersonal skills and relationship oriented
- Excellent written and oral communication skills
- Knowledge of fundraising software and experience with microsoft office
- Experience with volunteer management

The competitive salary and benefits package will be commensurate with experience.

To submit an application for this position, log onto www.ourfundraisingsearch.com and submit your resume and cover letter. If you have application questions, please email them to ourfundraisingsearch@gmail.com.