

## Midtown International School

**Job Title:** Director of Development

**Reports to:** Head of School

### JOB SUMMARY

Midtown International School is seeking an energetic and creative individual to join its administrative/leadership team as Director of Development. Reporting directly to the Head of School, the Director of Development is responsible for planning, organizing, and managing all fundraising efforts for the school including the annual fund, major gifts solicitations, special events, capital campaigns, and the pursuit of grants.

### JOB DESCRIPTION:

#### General Fundraising

- Design, implement and manage all fundraising activities including annual giving, major gifts, special projects, capital campaigns, and other school-related solicitations.
- Manage all strategies and activities for donor cultivation, solicitation, and relations.
- With administrative support, manage the donor and gift record-keeping, development research activities, and donor pledge reminder and acknowledgement programs.
- Create and maintain development reports for the Head of School and the Board of Trustees containing information related to the school's development goals.
- Oversee the creation and production of messaging/marketing materials that communicate fundraising/annual fund/development goals and successes.

#### Cultivate a Culture of Giving Within the School

- Direct the annual fund program, including mailings and annual fundraising initiatives.
- Work with board, staff, parent and student volunteers to increase engagement in fundraising activities.
- Develop and implement a plan to continue alumni involvement in the life of the school.

#### Major Donor Cultivation

- Identify and cultivate major donors and potential major donors to the school. Build personal relationships with current and potential donors to the school, meet with them on a regular basis to further their knowledge and support of Midtown International School.
- Solicit major gifts to meet the specific target amounts for operations and capital needs.

#### Broaden Support and Giving from External Sources

- Assist the Head of School in broadening the popular and financial support of the school through fostering the number and depth of relationships with businesses, foundations, organizations, and community leaders.

- Identify opportunities for community partnerships and corporate sponsorships of school teams, events, and activities.
- Maximize corporate matching programs.
- Create and oversee a plan for pursuing grants (proposal writing, reporting requirements, etc.) and execute in accord with the plan.

#### Events

- Plan and oversee the execution of fundraising or cultivation events for the school.
- Work within the context of other (non-fundraising) school-wide events to cultivate donor relationships and to build vision for the school's unique mission.

#### **GENERAL REQUIREMENTS:**

- Bachelor's degree. Master's preferred.
- 4-7 years of professional fundraising experience, preferably in an educational environment.
- Proven experience in designing and managing development programs.
- Experience with developing and maintaining productive working relationships with board members, donors, parents, administrators and faculty.
- Excellent verbal and written communication skills.
- An understanding of, and appreciation for, giftedness and gifted teaching best practices.
- The desire and ability to work in an open, cross-functional, and team-based setting. Ability to work as a leader and as part of a leadership team.
- Discreet. Able to keep sensitive information about donors and families confidential.

*Founded in 2012, Midtown International School serves gifted and academically superior students who thrive in small class environments. The globally-minded curriculum and problem-based instruction create a community of engaged global leaders dedicated to the values of respect, responsibility, citizenship, and justice. The school has a current enrollment of 240 students in kindergarten through twelfth grade.*

This is a full-time position. Salary is commensurate with experience and qualifications.

To submit an application for this position, log onto: [www.ourfundraisingsearch.com](http://www.ourfundraisingsearch.com) and submit your resume and cover letter. If you have application questions, please email them to [ourfundraisingsearch@gmail.com](mailto:ourfundraisingsearch@gmail.com).