Job Title: Director of Development

Reports to: Head of School

Summary

The Heritage School is seeking a Director of Development responsible for developing, managing and promoting all aspects of the school’s fundraising efforts. Working closely with the Head of School, Board of Trustees, and Senior Leadership the Director of Development will oversee all development efforts, constituent/alumni relations and strategic leadership and management of the department and budget.

Duties and Responsibilities:

* 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 program; corporate and foundation proposals; and planning for major gifts and capital campaigns.
* Develop a complete program of research into and an action plan of solicitation of the School’s key prospects.
* Develop a plan to increase alumni involvement in the institution including alumni researching/profiling, communications and giving.
* Develop a plan to increase parental support of and involvement in the institution.
* Oversee the processing of all gift income for the purpose of providing receipts and the maintaining of giving records of donors to the School.
* Plan, organize and implement receptions, reunions and other special events.
* Create and implement the class agent program.
* Oversee the maintenance of the school-wide Raiser’s Edge database.
* Work with the Director of External Relations to create coordinated publications that will most effectively communicate with various constituencies.
* Keep the Head of School and Board Development Committee informed on the fundraising activities of the Development Office.
* Serve as staff support for the Development Committee of the Board of Trustees, the Parents’ Association and the Alumni Association.
* Develop and lead a professional and volunteer staff to carry out the activities of the Development Office.

Qualifications & Skills

* Education (Bachelor’s Degree required)
* 5-7 years fundraising experience
* Experience other (managing teams, volunteer management, independent school or non-profit experience)
* Experience with Raiser’s Edge preferred

Key Qualities of a Successful Candidate:

* Ability to thrive in a dynamic environment
* Ability to anticipate, absorb, and adapt to new ideas and initiatives
* Ability to self-manage, and guide complex projects through to completion
* Ability to think strategically about both fundraising and larger School concerns
* Ability to balance and prioritize the needs of the School
* Ability to manage and mentor staff, and be a respected, active member of the School and greater Newnan community
* Authentic commitment to excellent customer service and caring for all stakeholders and members of the School
* Superb communication skills; excellent written, verbal, and presentation skills
* A confident team player - someone who always pitches in no matter the task.
* Evident integrity and kindness

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

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.