

Job Description: Director of Development for Powhatan School

The Director of Development is a member of the School's administrative team reporting to the Head of School. She/he is responsible for leading the School's advancement program, developing and maintaining active relationships with board members, donors, administration, faculty and staff. With administrative direction, this person will identify, cultivate, solicit, and steward major gift donors and develop fundraising strategies. She/he will serve as a development liaison by supporting the Institution's budget, projects, goals, and strategic planning while promoting Powhatan's mission to both the internal constituencies of the School and the community at large.

Specific areas of responsibility include:

Fundraising

- Designs, implements and manages all fundraising activities including annual giving, endowment and capital campaigns, special projects and other school-related solicitations.
- Manages all strategies and activities for donor cultivation, solicitation and relations.
- Maintains contact with and develops grant proposals for foundations and corporations.
- Develops and implements parent and class-based fundraising programs with the Annual Fund.
- Develops a comprehensive planned-giving program as the need becomes appropriate.

Board of Trustees Relations

- Works with the Annual Giving Committee and the Marketing Committee of the Board of Trustees and the Head of School to develop strategies to initiate and meet aggressive fundraising goals.
- Develops fundraising training for Trustees and other leadership volunteers.
- Assumes responsibility for all Development reports to the Board and other agencies, and attends board meetings when requested.
- Assists the Board with recommending and researching potential new members.

Development Office Infrastructure

- Creates office systems to support all Development projects and operations.
- Supervises donor and gift record-keeping
- Coordinates development research activities
- Oversees the management of databases and all records, files, and gift processing
- Manages the pledge reminder and acknowledgement programs.

Alumni Relations

- Manages and maintains the alumni database
- Organizes and supports an alumni association.

- Works with assistant to organize alumni events, collects news and information about the members of the alumni for publication and keeps accurate records of the school's alumni.

Parent Relations

- Works with assistant to identify and train a core group of parent volunteers to assist in the Annual Giving, special events and other fundraising programs as needed.

Public Relations, marketing and Advertising

- Works closely with The Director of Admissions and the Head of School on marketing plans.
- Designs and oversees production of all major School publications.
- Creates and implements a communication and promotional plan for a Capital Campaign, when the time comes for it.

Qualifications

- Excellent verbal and written communication skills.
- Ability to work as a leader and as part of a team.
- Proven experience in designing and managing development and alumni relations.
- A minimum of 2 years professional fundraising experience.

