



Director of Development

Summary

The Director of Development will work closely with the Head of School, the Board of Trustees, Director of Enrollment, and Director of Communications and Marketing. This individual will provide leadership for the development program as it builds a strong culture of philanthropy throughout the school community. The primary goal of the director of development is to design programs of giving that attract the maximum gift support possible.

Employment Classification

This is a year-round, full-time, exempt position. The Director of Development will report to the Head of School.

Essential Duties and Responsibilities

- Oversee all aspects of the development program, including fundraising, leading the annual giving program, and auction gala, guiding a potential capital campaign, soliciting corporate and foundation proposals, and other special development and community-building events.
- Guide and oversee alumni relations and create and promote activities designed to ensure that alumni are involved, interested, and cultivated for future giving.
- Identify, research, and lead the implementation of a multifaceted fundraising program.
- Manage a database of all contributors and provide developmental reports as required.
- Collaborate with the Director of Enrollment and Director of Communications and Marketing on public relations initiatives and branding.
- Identify corporate and foundation funding opportunities and draft grant applications.
- Facilitate faculty and staff identification of suitable grant opportunities; support faculty and staff in the writing and tracking of grant proposals.
- Personally solicit and develop a strategy to target major donors.
- Enhance existing relationships while building new relationships, systems, and programs that further tap into the generosity and resources of the community.
- Cultivate volunteer efforts and supervise consultants in support of development goals.
- Provide support for all school-wide special events.

Other Duties

- Manage the Development budget.
- Serve as a member of the Senior Leadership Team (SLT). The SLT oversees day-to-day operations and sets annual strategic goals and planning for the school.
- Nurture and maintain a highly collaborative relationship with the Head of School, Board Chair, and individual Board members, supporting them in fundraising efforts, and accompanying them on donor visits when appropriate.
- Willingly assume additional responsibilities in support of the SLT.



- Perform other duties as assigned by and in support of the Head of School.

Skills and experience

- Bachelor's degree: Master's degree preferred.
- Experience in the nonprofit sector and in fundraising,
- Independent school experience preferred.
- Proven success in directly soliciting and closing charitable gifts.
- Outstanding organizational and presentation skills and written and oral communication skills.
- Proven ability to lead, manage, and inspire a collaborative team with creative projects.
- Demonstrated success as a confident problem solver.
- Strategic thinker with a "can-do" style.
- Ability to work independently and juggle multiple responsibilities.
- Passionate about working with a wide range of individuals from diverse backgrounds.
- Sound knowledge of fundraising and database management software.
- Experience recruiting and motivating volunteers.

Physical Requirements

- Prolonged periods of sitting at a desk and working at a computer.
- Must be able to lift up to 15 pounds at times.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Riverstone International School is an equal-opportunity employer.

Updated April 5, 2024