



## HOLY SPIRIT EPISCOPAL SCHOOL

<b>Position Title:</b>	<b>Director of Development</b>
<b>Date Modified:</b>	January 2022
<b>Reports To:</b>	Head of Finance and Business Operations
<b>Position Purpose:</b>	Oversees all programs and events related to the schools philanthropic initiatives, including annual fund, major gifts, capital campaigns, and fundraising events, while maintaining positive relationships with all constituents.
<b>Work Hours:</b>	7:15 a.m.– 4:15 p.m.
<b>Work Calendar:</b>	12 Months

### **Description:**

The Director of Development reports to the Head of Finance and Business Operations and serves on the Administrative Team. Responsibilities include oversight and implementation of all programs and events related to fundraising, including the annual fund, major gifts, and fundraising events, as well as timely and accurate record keeping, data management, and reporting. This person also helps lead capital campaigns as applicable.

### **Essential Expectations:**

- Shows commitment to the school’s mission, purpose, leadership, and values.
- Plans and prepares thoughtfully.
- Demonstrates a commitment to inclusion, respect of individuality, and regard for dignity at all times.
- Promotes and contributes to a positive and collaborative atmosphere with colleagues, students, and families.
- Upholds professional standards of personal presentation, punctuality, integrity, courtesy, and discretion with all constituents.
- Demonstrates growth mindset by actively participating in and applying personal and professional growth opportunities.
- Professionally carries out responsibilities as defined in the signed job description.
- Is proficient with technology and demonstrates willingness to further develop technological skills, as applicable to position.
- Contributes to and facilitates a positive work culture.

**Primary Tasks:**

- Adheres to all Faculty and Staff Essential Expectations; exhibits the Characteristics of Professional Excellence; and complies with the requirements outlined in the Physical Requirements and Work Environment section, below.
- Serves on the school's Administrative Team.
- Interacts with the Board of Trustees, especially with the Chair of the Development Committee in setting an annual agenda and regular Development Committee meetings to create and implement strategic fundraising initiatives.
- Creates and executes a plan for identifying, cultivating, soliciting, and stewarding major donors and foundation prospects, while actively engaging the Head of School, Board members and other parties as necessary.
- Plans, implements, and manages the annual campaign, fostering relationships with parents and building relationships with new individuals, corporate donors, and foundations.
- Sets and maintains individual campaign budgets and proposes financial goals for fundraising endeavors.
- Responsible for the development budget, including expenses related to campaigns, fundraising initiatives and donor appreciation.
- Approves all fundraising initiatives to ensure fit with mission, school priorities and strategic plan. Maintains and oversees the fundraising calendar.
- Coordinates with the Parent-Teacher Organization and Booster Club on all fundraising events and endeavors.
- In partnership with the Head of School and Board Development Chair, selects, solicits and oversees campaign chairs or steering committee members.
- Identifies, prepares and submits grant requests, applications or proposals.
- Coordinates and supervises the Church-School Auction and Annual Family Festival.
- Actively participates in the life of the school where appropriate and relevant to development goals and priorities.
- Participates in community events and implements strategies to improve public relations.
- Records gifts, maintains accurate records, and prepares monthly reports for the Board of Directors.
- Develops and maintains the development database.
- Plans and implements timely and ongoing personal/written/phone contact with volunteers and donors, whether current and potential, including thank you letters and data documentation for attending events, making a contribution or volunteering.
- Publishes the annual report.
- Is proficient with Renweb and FACTS Giving, as well as Microsoft Office Suite and Google Docs.
- Follows the guidelines in the *Employee Handbook* and *School Handbook*, and assists with revisions and updates when necessary.
- Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Completes various tasks related to the employee's ongoing goals and the school's strategic plan.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head.
- Employee may be required to work remotely or engage in telework activity as determined at the employer's sole discretion.

- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This description does not constitute a contract. It may be modified or amended at any time as determined by the employer's sole discretion.

**Qualifications:**

- Bachelor's degree required, Master's degree preferred; CFRE or related certification a plus.
- A minimum of seven years of fundraising experience, preferably in an independent school setting
- Impeccable attention to detail, exemplary organizational skills and a strong ability to maintain confidentiality.
- Excellent verbal and written communication skills
- Proven skills in planning, implementation, and follow-through with the ability to articulate the School's vision for fundraising and execute a plan capable of sustaining that vision.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with trustees, staff and faculty, parents, students, and other constituent groups and individuals.

**Physical Requirements and Work Environment:**

- Occasionally, lifts up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied, extreme outside weather conditions during school events, special activities, and fundraising events.
- Is able to work in a fast-paced environment, dealing with a variety of challenges and deadlines.
- May work at a desk and computer for an extended period of time.
- Visual acuity both near and far
- Ability to hear sounds at normal speaking levels with or without correction and to receive information through oral communications.
- Is able to stoop, bend, kneel, stand, walk, and reach.

**Signature:**

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_  
Date \_\_\_\_\_