



2023-2024 Director of Philanthropy

Summary

The Director of Philanthropy works closely with the Head of School, CFO, and the Board Philanthropy Committee to guide the stewardship of current and prospective donors and to execute the School's annual and long-term fundraising. The DoP is responsible, when applicable, for major gifts, planned giving, and assisting with capital campaigns.

Duties and Responsibilities

- Annual Fund
 - Direct all phases and aspects of the annual-fund program, including digital and printed marketing materials
 - Work with the HoS and Philanthropy Committee on developing a major gifts and planned-giving program
- Tax-Credit Giving
 - Direct all phases for annual corporate and individual tax-credit giving, including digital and printed marketing materials
- Database Management and Reporting
 - Direct all efforts to establish and maintain accurate date management for current, past, and prospective donors
 - Work directly with CFO for annual audit reconciliation
 - Direct all phases of printed annual Gratitude Report
- Fundraising Events
 - In collaboration with the administrative team and the Board Philanthropy Committee, direct all phases for three annual fundraising events (annual fall golf tournament, winter student move-a-thon, and spring gala)

Compensation and Benefits

Highly competitive salary, commensurate with experience. Medical and dental, paid vacation, and all standard leaves.

Reporting and Evaluation

The Director of Philanthropy reports to the Head of School and is evaluated by him/her annually. The Director works closely with the Board Philanthropy Committee and with the School's administrative team and attends Board of Trustees meetings upon request.