

## JOB DESCRIPTION - DIRECTOR OF DEVELOPMENT

**Reports to:** Head of School

**Supervises:** Works closely with the Marketing/Communication Director and the Admissions Director.

**Status:** Full-time, onsite.

**Salary:** \$70,000/yr.

**Benefits:** Medical (incl. dental and vision) available, 401K contribution.

**About Us:** Seven Peaks School is a Preschool-8<sup>th</sup> grade independent school in Bend, Oregon, serving approximately 240 students. We are an IB School focusing on forming globally minded, lifelong learners through inquiry-based classrooms and skill development.

### **About the Position:**

The new position of Director of Development will design and oversee all Seven Peaks School fundraising. The Director will focus on growing philanthropy through developing an annual fund, conducting personal solicitations to increase annual gift income, and supporting the annual gala. Additional activities will include implementing a donor database and coordinating with the Seven Peaks Community Organization as well as school faculty and staff.

### **Essential Duties**

- Create a fund development work plan to achieve fundraising goals including program metrics, evaluation, and reporting
- Implement annual fundraising activities with a particular focus on individual giving from parents and grandparents
- Manage and support volunteers in philanthropic activities
- Produce annual appeals, donor communications, and other fundraising campaigns
- Develop and execute stewardship plan for donors
- Launch a donor database and maintain accurate donor information
- Collaborate with Marketing/Communication Director on online communication including website and social media
- Develop outreach and engagement programs for school alumni

### **Qualifications and Job Requirements**

- Commitment to the mission and values of Seven Peaks School
- Minimum of three years' experience in a development office, ideally with increasing responsibilities
- A proven track record of planning and growing a nonprofit fundraising program from multiple sources including annual appeals and events
- Excellent written and verbal communication skills
- Knowledge of and proficiency in Word, Excel, PowerPoint, Google Docs, and willingness to learn donor database to be implemented
- Excellent organizational, administration, and project management skills

- Ability and willingness to work collaboratively in team environments