

The Vanguard School Development Director Job Summary:

The Development Director reports directly to the Head of the School and works closely with the Board Chairs and the boards of both the School and the Schools Foundation to:

- Provide leadership for all development initiatives to build a strong culture of philanthropy throughout the Vanguard community
- Design giving programs that attract the maximum gift support to the institution.
- Advance to a level expected by the Head of School.
- Increase the Schools ability to fund growth.
- Expand the current program and reach beyond the current core of donors to build a robust, diverse annual, alumni, major capital and endowment gifts effort.
- Take on a variety of tasks while, as is the culture of the school, work as a team and support one's colleagues.

Key Responsibilities: Under the direction of the Head of School, and working closely with the Board of Trustees, the Development Director designs and implements the development and marketing goals needed to fund the School's Strategic Vision Plan 2023-28.

- Prepare and position the school for a successful annual campaign efforts.
- Maintain and expand the school's development database.
- Oversee all aspects of the development program.
- Develop and maintain a highly collaborative relationship with the Head of School and accompany him on donor calls.
- Work closely with the Board Chair and individual board members to support and direct them in fulfilling their fundraising tasks, accompanying them on donor visits.
- Create a compelling strategy for sustaining and growing philanthropic revenue for the school.

EXPERIENCE & QUALIFICATIONS:

- Bachelor's degree, Master's degree preferred.
- 5+ years of experience in the nonprofit sector and in fundraising.
- Independent school experience preferred.
- Proven success in directly soliciting and closing charitable gifts.
- Strong interpersonal skills and ability to work with all constituents while maintaining confidentiality.
- Excellent organizational, verbal and written communication skills; detail oriented; ability to work independently and as part of a team.
- Strategic thinker with a "can-do" style
- Passionate about working with a wide range of individuals from diverse backgrounds.

STATUS: Position is full-time, 40 hours a week. Exempt