

**JOB DESCRIPTION:  
Director of Development**

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**Woodinville Montessori School**  
a nonprofit organization

**SUMMARY:**

The Director of Development plans and implements development programs and events that support our Montessori mission/vision and meet the non-tuition fundraising goals of the School. The Director is responsible for developing comprehensive plans for our philanthropic, stewardship and community building initiatives, which include a robust alumni relations program. The Director serves as liaison and coordination focal point with the Board Fund Development Committee, the Family Alliance, and parent volunteers. The Director works in collaboration with the Head of School, the Director of Communications, and the Director of Admissions to implement and maintain the School's brand image across all platforms and communications.

**CALENDAR / FTE:**

Year Round / 1.0

**STATUS:**

Exempt

**COMPENSATION:**

DOE

**DEPARTMENT/LEVEL:**

Advancement / Leadership

**REPORTS TO:**

Head of School

**DATE:**

July 2019

**DUTIES:**

- Oversee fundraising to further the mission and vision of the school
- Encourage a growing culture of philanthropy at WMS to cultivate and engage donors year round. Includes cultivating new donors and stewarding existing donors
- Refine and document the WMS Comprehensive Development Plan, including the philosophy, the plan, the annual calendar and the current procedures for all activities. This is done in collaboration with the Head of School, the Communications Director, Chair of the Fund Development Committee, and the President of the Board of Trustees
- Strengthen relationships with alumni both locally and nationally
- Create the annual fundraising budget in consultation with the CFO and manage activities to that budget throughout the year
- Work closely with Director of Communications in the development and writing of branding, publications, communications, community outreach and other fundraising materials
- Oversee the tracking and reporting of all donations and matching funds, the acknowledgement and year-end receipt process, and the identification of major donors, using the school's donor database and other methods as required
- Supervise staff and/or volunteers in development related functions, including providing training as needed
- Represent the school to the community through participation in community and professional fundraising organizations, attendance at special events, and in meetings with donors and potential donors
- Understand and comply with current federal and state guidelines regarding fundraising and receipt and acknowledgement of donations
- Oversee the management of electronic and hard copy fund development record retention and destruction

**ANNUAL GIVING PROGRAM:**

- Implement all phases of the Annual Giving Program from planning to donor acknowledgement including but not limited to:
  - Interim and final reporting
  - Working with the Finance Committee, Business Office and Fund Development Committee to set annual fund goals that are a stretch and yet realistic
  - Developing strategies to achieve these goals
  - Assisting in recruiting, training and oversight of all volunteers needed from class representatives to constituency chair

**ANNUAL FUND RAISING EVENT:**

- Act as a school liaison with the Family Alliance volunteers managing the annual fundraising event, including but not limited to:
  - Monitor the decisions, progress, planning and coordination of parent volunteers in the school's annual fund raising event, providing guidance as needed
  - Work with the staff to determine the focus of the Raise the Paddle, and any targeted wish list items
  - Ensure that data base and documentation systems are utilized and that appropriate documentation of all aspects of the event is maintained

**CAPITAL CAMPAIGN:**

- Work with the Head of School, CFO, Board of Trustees and possibly a capital campaign consultant to determine feasibility and timing for second capital campaign
- Work in collaboration with the Communications and Marketing department to prepare materials
- Conduct research and identifying prospects
- Plan Campaign events and drafting communication pieces
- Manage and implement day-to-day operations of the campaign
  - including recruiting, training and regular contact with campaign volunteers,
  - database management including tracking prospect progress, tracking pledges and donations and donor acknowledgements, creating reports
  - documenting meetings, and producing correspondence

**EDUCATION/CERTIFICATION REQUIREMENTS:**

- Bachelor's degree or higher
- Training and a record of ongoing professional development in the field of Fund Development

**SKILLS AND EXPERIENCE REQUIREMENTS:**

- Minimum of two years successful experience in fundraising, including successful capital campaigns in a non-profit environment
- Experience with independent schools preferred
- Direct experience in donor cultivation and solicitation is required
- Experience in planning and implementing large-scale fundraising activities, events and projects
- Experience in supervising support staff

**KEY PERFORMANCE CHARACTERISTICS:**

- Exhibits a high level of organizational skills including the ability to plan, manage, and follow through on multiple projects
- Shows marked attention to detail
- Is able to create and follow budgets and to report and interpret donor and financial data for others
- Demonstrates excellent written and communication skills, including speaking in public
- Demonstrates excellent interpersonal and problem solving skills  
Uses tact, courtesy and good judgment
- Demonstrates the ability to create and maintain collaborative, positive working relationship with staff, parents, students and other community members
- Maintains confidentiality
- Maintains a calm demeanor in a busy, highly flexible environment
- Is able to work with interruptions
- Understands and executes verbal and written instruction, policies and procedures and implements them with a degree of independence
- Maintains mental and physical alertness and an appropriate level of energy to perform essential job requirements

**WORKING CONDITIONS:**

- Is required to deal with a wide range of people with diverse backgrounds
- Must remain flexible to meet the School's immediate needs
- Is required to handle multiple tasks simultaneously and prioritize
- May experience frequent interruptions

- May occasionally deal with distraught or difficult students or parents
- May occasionally be outside with students in all weather conditions

**PHYSICAL DEMANDS:**

- May occasionally lift and/or move up to 30 pounds.
- Demonstrates fine hand manipulation (keyboarding)
- Is capable of expressing and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly (emergency evacuations, etc.).
- Receives the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound
- Has visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, to make general observations of facilities or structures, and to safely supervise
- Is able to fully participate in activities

**OFFICE AND SOFTWARE SKILLS:**

- Intermediate to advanced skills in Word, Excel, PowerPoint, and Outlook
- Competency with database applications, internet research and other necessary computer and technology applications required

**UPON HIRE:**

If you are hired, you will need to complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nation-wide criminal history check, which requires employees to provide fingerprints.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

I have read this Job Description and I understand the duties, requirements, characteristics and skills. I certify that I am capable and qualified to carry out these duties as described above.

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

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_