



Position: DIRECTOR OF DEVELOPMENT

Projected Hire Date: March 1, 2010

**Reports To: ASSOCIATE HEAD OF SCHOOL
DIRECTOR OF INSTITUTIONAL ADVANCEMENT**

POSITION SUMMARY

The Director of Development is a member of the school's administrative team reporting to the Associate Head of School – Director of Institutional Advancement. The primary responsibilities of the Director of Development are:

- ✓ Direct /manage the Nichols Annual Fund Program
- ✓ Direct/manage staff responsible for Marketing/Communications; Alumni/Parent Relations; Special Events
- ✓ Direct/manage staff responsible for cultivation of Nichols Development supporters.

Fundraising

- Devise and manage an Annual Fund and Gift Program designed to attract the maximum gift support possible to the institution.
- Help coordinate, with the Associate Headmaster, aspects of the major gift program.
- Strategically develop a plan to increase alumni and parental support of, and involvement in, the institution.
- Develop a complete program of research into, and an action plan of solicitation of the school's key prospects.

Development Office Infrastructure

- Create office systems to support all Development projects and operations.
- Supervises donor and gift record-keeping.
- Coordinate development research activities.
- Oversee the management of databases and all records, files, and gift processing.
- Manage the pledge reminder and acknowledgement programs.

Parent/Alumni Relations

- Provide oversight/support.

Volunteer Relations

- Develop and lead a professional and volunteer staff to support the activities of this office.

Special Events

- Coordinate and oversee staff interaction in the planning and execution of special events

QUALIFICATIONS

- 3 – 5 years professional fundraising experience, preferably in independent secondary day school environment.
- Bachelor's degree; Master's preferred.
- Proven experience in designing and managing Annual Fund programs.
- Experience with developing and maintaining productive working relationships with board members, donors, parents, administrators and faculty.
- Excellent verbal and written communication skills.
- Ability to work as a leader and as part of a team.
- Ability to work in a fast pace, demanding environment.
- Strong problem solving skills.
- Proficient with Raisers Edge fundraising software.

SEND RESUME AND COVER LETTER TO:

Peter Ciotta

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