



## DIRECTOR OF DEVELOPMENT

Eagle Hill School, a life-changing experience, offers children who learn differently the opportunity to grow into capable, resilient students with the self-confidence and character necessary to meet the challenges they will face beyond Eagle Hill.

As Eagle Hill celebrates its 50th anniversary, the school is entering an exciting chapter in its history. With Head of School, Gretchen Larkin, at the helm, this is a wonderful time to join the community. The school's mission, philosophy, and culture are rooted in the belief that every child can succeed. The Director of Development is expected to model and foster a culture of collaboration in daily interactions with all members of the Eagle Hill community.

**Job Title:** Director of Development

**Work Year:** 12 Months

**Employment Category:** Full Time

**FLSA Classification:** Exempt

**Purpose:** The Director of Development is a member of the Eagle Hill's Senior Leadership Team and is responsible for leading the School's advancement program as adopted by the Board of Trustees. The Director will also be responsible for developing and maintaining active and productive relationships with Board members, donors, and administration and will embrace and promote Eagle Hill's Culture of Giving.

**Reports to:** Head of School

**Direct Reports:** Associate Director of Development

### **Key Responsibilities:**

#### Support the School Mission

- o Model the Eagle Hill Mission through actions and relationships
- o Project a positive image and establish constructive relationships with all stakeholders
- o Contribute to the overall aims and targets of the Eagle Hill Mission



### Fundraising

- o Design, implement, and manage all fundraising activities including annual giving, the endowment and capital campaigns, special projects, annual benefit, and other school-related solicitations.
- o Manages all strategies and activities for donor cultivation, solicitation, and relations.
- o Develops a comprehensive, planned-giving program.

### Board of Trustees Relations

- o Cultivate and maintain strong working relationships with members of the Board of Trustees.
- o Works with the Advancement Committee of the Board of Trustees and the Head of School to develop strategies to initiate and meet aggressive fundraising goals.
- o Develops fundraising training for Trustees and other leadership volunteers.
- o Assumes responsibility for all Development reports to the Board and other agencies, and attends all Board meetings.
- o Assists the Board with recommending and researching potential new members.

### Development Office Infrastructure

- o Creates office systems for the small, dynamic department to support all Development projects and operations.
- o Supervises donor and gift record keeping.
- o Coordinates development research activities.
- o Oversees the management of databases and all records, files, and gift processing.
- o Manages the pledge reminder and acknowledgement programs.
- o Supervises and evaluates all Development Office staff.
- o Develops and oversees departmental budget.

### Alumni Relations

- o Supervises the Alumni Coordinator
- o Supervises the maintenance of the alumni database.
- o Organizes and supports an alumni association.
- o In cooperation with the Alumni Coordinator, organizes alumni events, collects news and information about the members of the alumni for publication, and keeps accurate records of the school's alumni.

### Parent Relations

- o Works with the Parents Association to identify and train a core group of volunteers to assist with parent and student events and other fundraising programs, including an annual benefit.



### Public Relations, Marketing, and Advertising

- o Works closely with the Director of Enrollment Management and Marketing and the Head of School to develop a public relations plan and an advertising plan.
- o Oversee production of all major publications, including *The Eagle's Aerie* magazine, and work with designers and printers to promote the school's fund raising goals and activities.
- o Creates and implements a communication and promotional plan for the Capital Campaign.
- o Develops and implements strategies to promote the mission to both the internal constituencies of the School and the community at large.

### Managing Performance and Development

- o Prioritize and manage time effectively, and balance the various demands of the position.
- o This position undergoes an annual self-assessment and written evaluation by the Head of School.

### Other

- o Attend, participate and assist with School special events as requested.
- o Attend professional development meetings and staff meetings as needed.
- o Undertake other responsibilities, duties and work hours as required or assigned by the Head of School.

### **Expected Experience and Credentials:**

- A minimum of 8 years professional fundraising experience.
- Experience with developing and maintaining productive working relationships with board members, donors, parents, administrators, and faculty.
- Strong public speaker with excellent written and verbal communication skills.
- Ability to work as a leader and as part of a team.
- Campaign and special events experience.
- School fundraising experience.

**Research shows that underrepresented groups apply to jobs only if they meet 100% of the qualifications. Eagle Hill School believes that no one ever meets 100% of the qualifications and we look forward to your application.**

### EQUAL OPPORTUNITY

Eagle Hill School is an equal opportunity employer and does not discriminate on the basis of race, creed, age, color, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry,



present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, status as a veteran, status as a victim of domestic violence, or any other classification protected by state or federal law in its employment, admissions practices, vocational opportunities or access to and treatment in programs or activities, in accordance with Title IX, Section 504 of the Rehabilitation Act of 1973, Title VII, the American Disabilities Act, the Age Discrimination in Employment Act, and other applicable federal and state law. Retaliation against anyone complaining of discrimination is strictly prohibited. If an applicant requires assistance, or a reasonable accommodation, to complete the application, please contact Eagle Hill School Human Resources at (203) 622-9240.

To apply, please submit your cover letter, resume, and three references to: [careers@eaglehill.org](mailto:careers@eaglehill.org)