

Associate Director of Development

Overview

Reporting to the Director of Development, The Associate Director of Development (“Associate Director”) plays a critical role in supporting the school’s fundraising and community-engagement efforts. This role balances operational tasks, high-visibility event execution, and management of strategic fundraising initiatives. As a member of a small team, this position manages all aspects of development operations, database integrity, gift processing, reporting, and advancement events. The Associate Director ensures that donor information is accurate, fundraising communications are compelling, and events are thoughtfully planned and flawlessly executed.

Key Responsibilities

Annual Fund Administration

- Oversees the planning and execution of the Annual Fund under the guidance of the Director.
- Creates and manages queries, mailing lists, data exports, and fundraising reports to inform strategy and donor outreach.
- Monitors annual fund progress and provides data analysis to support decision-making and goal achievement.

Database & Development Operations

- Manages all gift processing, acknowledgement letters, and donor stewardship processes to ensure timely and accurate donor recognition.
- Reconciles fundraising data regularly with the Business Office.
- Maintains database integrity across systems, ensuring accurate giving history, biographical information, and relationships.
- Conducts prospect research, wealth screenings, and prepares donor and prospect profiles to support cultivation and solicitation efforts. Ensures overall database health and adherence to fundraising best practices.

Events & Engagement

- Serves as lead project manager for development and alumni events.
- Oversees event planning and execution, including logistics, vendor management, registration, communications, collateral production, and event-day operations.
- Coordinates event timelines, run-of-show schedules, and volunteer support to ensure a seamless participant experience.
- Key Events Include: Alumni Reunion, Regional Gatherings, Welcome Back Parent Reception, Giving Day and Challenge campaigns, Grandparents & Special Friends Day, and Leadership Donor Reception.

Skills and Abilities

- Exceptional attention to detail, strong organizational skills, and the ability to work independently while managing multiple priorities.
- Excellent written and verbal communication skills, with experience creating professional donor communications and fundraising materials preferred.
- Results-oriented mindset with a commitment to accuracy, accountability, and outstanding donor service.

- Strong proficiency with constituent relationship management (CRM) systems, event registration platforms, and project management tools. Experience with Veracross is preferred.
- Ability to analyze data, generate reports, and leverage insights to support fundraising and engagement strategies.

Education and Experience

- Minimum of three years of experience in development, advancement, fundraising, or non-profit operations, with demonstrated expertise in database management, gift processing, and event coordination.
- Bachelor's degree preferred.

To apply, please send your resume, cover letter, and list of references to careers@eaglehill.org.

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Research shows that underrepresented groups often 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 receiving your application.