



Job Posting: **Director of Development**
Ventana School - Los Altos, CA
www.ventanaschool.org

Title: Director of Development
Reports to: Head of School
Status: Full-time, Exempt

School Profile

Ventana School, a progressive, Reggio-inspired Preschool (2 yrs-5 yrs) and Elementary School (K-5) located on a beautiful campus in Silicon Valley, is hiring a Director of Development. Our programs serve up to 200 children.

At Ventana School, we believe in the infinite potential of the confident, curious child. Children's questions and perspectives are honored every day as our teachers engage their wonder and creativity. We approach education this way because it nurtures engaged, intellectually curious individuals who are prepared to define their own success and contribute to the world in truly original ways.

Position Overview

Reporting to and working closely with the Head of the School, the Director of Development provides the strategic direction and implementation of Ventana's annual and long-term fundraising and community-building initiatives to meet budgeted goals and foster a culture of philanthropy. The Director of Development works collaboratively with the Head of the School, other members of the senior administrative team, the Board of Trustees, and the Parent Association to ensure that Ventana's fundraising efforts reflect the school's values and culture and align with our strategic objectives.

The ideal candidate will possess the necessary skills to excel as the Director of Development while understanding the school's unique culture and environment. We aim to ensure that every donor feels valued, experiences a sense of belonging and connection through their participation, and clearly understands their impact.

Responsibilities

Development Strategy & Operations

- Work with the Head of the School, the Director of Finance, and the Board of Trustees' Development Committee to develop and oversee the annual fundraising goals. Evaluate progress toward these goals, refine as needed, and communicate progress.
- Develop and execute strategic fundraising plans encompassing individual giving, major gifts, and events, focusing on sustainable revenue growth.

- Develop and manage all activities related to school fundraising initiatives, including but not limited to the Annual Fund, Spring Soiree and Auction, 5th grade Legacy Campaign, and Capital Campaigns, with a focus on both participation and dollars raised.
- Develop and oversee donor gratitude and recognition programs, including acknowledgment letters, reports, and special events.
- Cultivate and steward relationships with alumni through personalized communication and events. Develop strategies to deepen alumni engagement and increase donor participation rates.
- Manage the Head of School's fundraising activities, including determining their portfolio of donors to cultivate, ask, and thank.
- Develop the strategy for and prepare briefing materials for staff and trustees to engage, ask, and steward donors and attend these meetings as appropriate.
- Manage a portfolio of current and potential donors.
- Create solicitation and communication materials that align with Ventana's brand identity.
- As appropriate, solicit corporate or foundation proposals and/or apply for eligible grants.
- Learn about and be responsive to cultural, socio-economic, or other differences that might inform interactions when working with a diverse community.
- Accepting, from time to time, other duties as assigned or requested by the Head of School

The Annual Fund

- Design an Annual Fund campaign to meet fundraising and participation goals from all constituencies.
- Implement the campaign, including but not limited to
 - Create and implement a calendar of appeals
 - Write copy for appeals
 - Run and segment donor lists
 - Design and oversee the production of appeals
 - Track and report results of appeals
 - Pledge collection process
- Recruit, train, and support Annual Fund Ambassadors

Parents Association

- Liaise with the Parent Association on parent/guardian volunteering efforts and fundraising initiatives and events.

The Board

- Provide regular reports on fundraising activities, donor engagement, and revenue projections to the Board.
- Staff the Development Committee of the Board, including collaborating on the identification and recruitment of the chair and committee members, and leading the meetings.
- Collaborate with the Board of Directors to support their fundraising efforts and provide guidance in their roles as ambassadors.
- Attend, as necessary, relevant joint-committee meetings.

Events

- Plan and execute key fundraising events such as, but not limited to; donor receptions, the spring auction, alumni dinner, and graduate dinner.

Communication

- Create and implement consistent and engaging donor communications for each constituency that foster appreciation, demonstrate the impact of giving, and inspire participation.

Data

- Responsible for the overall health of the donor database, including accurate gift processing and recognition.
- Manage donor acknowledgements, including tax receipts and thank you notes.
- Manage financial and participation tracking and reporting related to giving and provide reports as needed.
- Utilize donor data and analytics to segment populations effectively, measure campaign performance, and inform future strategies.
- Prepare regular reports on fundraising progress and outcomes as needed.

Qualifications & Skills

- Bachelor's degree or equivalent work experience.
- Experience in fundraising, preferably in a K-12 independent school
- High attention to detail and strong analytical skills. Experience with donor management software is an asset
- Exhibits excellent time management skills, initiative, and the ability to think strategically and execute on strategy.
- Excellent project management skills with the ability to manage multiple overlapping deadlines.
- Demonstrates excellent and effective written and verbal communication skills with an array of constituents.
- Track record of a high level of integrity and confidentiality.

Salary and benefits

Benefits include medical and dental insurance (full family coverage) and vacation, sick, and holiday leave. Additionally, we offer a generous employer matching to a 403(b) retirement program, with an employer contribution of 5% and an optional match for an additional 4%). Eligible staff receive 50% tuition remission for admitted children and priority for flexible tuition. The salary range for this is \$105,000 to \$135,000, commensurate with education and experience. The start date range for this position is flexible within the timeframe of April to August 2026. This is an on-campus role.

Interested candidates should email their cover letter and resume to:

Amanda Stewart
Head of School

amandas@ventanaschool.org