



Oak Hill School Job Description

Position Title	Director of Development		
Reports To	Head of School		
Supervises	Development Assistant and Communications Coordinator		
Job Type	Permanent Full-time		
General Work Schedule	Academic Year, Monday - Friday, 7:30am - 4:00pm Summer, Monday - Friday, 9:00am - 3pm		
EEO Category	Manager	Job Type	Permanent Full-time
FLSA Status	Exempt		
Salary	Commensurate with Experience		
Benefits Eligibility	Employer-subsidized Benefits: Major Medical, Dental, Paid Leave Including Holiday, Vacation, Personal and Sick, Retirement Matching, Long-term Disability, Basic Life, AD&D, Tuition Remission and Lunch. Voluntary Benefits: Vision, Supplemental Life, Short-term Disability, Medical FSA, and Dependent Care FSA.		
Original Creation Date	7/1/2011		

Summary:

The Director of Development leads the Development Department and works closely with the Head of School and Board of Trustees to oversee and manage all aspects of Oak Hill School's development program. The Director of Development must be able to think strategically and practically to implement a comprehensive and results-oriented development plan that includes traditional and innovative strategies. Key components of this plan should include goals, strategies, and timetables for the Annual Giving Fund, major and capital gifts, the endowment campaign, alumni giving, planned giving, and matching gifts, and should include a complementary focus on prospecting and tactics to build key relationships with alumni, families, community, corporate, and foundation leaders. This position reports to the Head of School, serves on the school's Development Committee and attends meetings of the Board of Trustees.

Responsibilities:

- Develops and implements a short and long-term advancement plan to meet established development goals and objectives. This includes, but is not limited to, strategic initiatives for securing major gifts, donations to the Annual Giving Fund, endowment gifts, implementing a robust alumni giving program, defining stewardship and prospecting tactics, enhancing special fundraising/cultivation events, and developing new approaches to supporting traditional advancement initiatives.
- Provides daily management of advancement staff including establishing annual goals (to support overall goals established in the advancement plan), providing regular performance reviews and appropriate recognition, and supporting ongoing professional development opportunities.
- Serves as the endowment campaign director and provides direct daily management of specifically focused initiatives to secure major gifts and leadership gifts in support of the endowment.

- Works collaboratively and creatively with the Communications Coordinator to appropriately position development opportunities and integrate messages in publications, grant submissions, reports, and collateral materials for cultivating and stewarding donors.
- Works collaboratively with parent and faculty teacher leadership and other key constituents including board members, Parents Association, alumni, grandparents, parents, friends, and community members through (acknowledgement and relationship-building) cultivation efforts.
- Clearly articulates and promotes a strong case of need for philanthropy and builds opportunities to create and sustain a culture that understands the relationship between philanthropy and a unique quality, Oak Hill School education.
- Oversees management of gift processing and donor acknowledgement, the donor database, and financial reporting. Manages accompanying information systems.
- Manages prospect research and cultivation initiatives with a special emphasis on pursuing strategies to secure or increase giving from donors. This includes providing a structure and process for key advancement and leadership staff, and Board of Trustees, for a regular review of strategies attached to solicitations of potential donors.
- Develops strategies for existing donors to effectively move them through a meaningful cycle of giving.
- Meets regularly with the Head of School regarding program goals and initiatives and routinely reports to the Board of Trustees and appropriate committees.
- Attends Oak Hill School events and activities and fosters significant pride and excitement for fundraising efforts.

Qualifications:

- Demonstrates servant leadership, embodies the Oak Hill School mission, and exemplifies a collaborative, decisive, motivating and engaging communication style.
- Proven track record of fundraising success, particularly by securing major gifts, successfully managing campaigns, and engaging a community of motivated supporters.
- Minimum of 7-10 years of increasing responsibility in non-profit fundraising, preferably within an independent school.
- Excellent managerial skills including at least 5 years of previous experience successfully managing development staff.
- Ability to balance multiple priorities in a complex environment.
- Working knowledge of development best practices, trends in (independent school) education and development, fundraising tools and technology, including donor databases, e-mail and online campaigns, and donor research.
- Extreme tact and discretion, attention to detail, and a commitment to excellence.
- Bachelor's degree in Communications, Marketing, Business Administration, or other related field.
- Deep appreciation and understanding of the School's mission and the ability to articulate its values and vision internally and externally.

This job description does not list all the duties of the job. Employee may be asked to perform other duties. Employee will be evaluated in part based upon his/her performance of the tasks listed in this job description. Oak Hill reserves the right to revise this job description at any time.

Equal Employment Opportunity

Oak Hill School believes that each individual is entitled to equal employment opportunity without regard to sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, or any other characteristic protected under federal or state anti-discrimination laws. Oak Hill's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, promotion, training, discipline and all other terms, conditions, and privileges of employment. All employees are responsible for complying with the School's equal employment opportunity policy.