



STONEHAVEN

CHRIST-CENTERED CLASSICAL EDUCATION

Job Title: Development Director

Start Date: July, 2017

The Stonehaven School, a Christ-centered classical school, is seeking a **full time Development Director** to begin work in July, 2017. Stonehaven has a current enrollment of 106 students in kindergarten through eighth grade. The Development Director is responsible for planning, organizing, and managing all fundraising efforts for the school including the annual fund, major gifts solicitation, special events, capital campaigns, and the pursuance of grants.

GENERAL REQUIREMENTS

- Accepts without verbal or mental reservations the Stonehaven Statement of Faith and Educational Philosophy and is committed to upholding both.
- Serves Christ under the authority of a local Christian church whose beliefs and teachings are in fundamental agreement with the Stonehaven Statement of Faith.
- It is expected that the staff member will comply with all applicable policies of Stonehaven and with all administrative directives.
- Staff members are expected to enroll their own school-aged children at Stonehaven.
- The ideal candidate will possess experience in a marketing and development field.
- This individual will be self-motivated, diligent, reliable, organized, patient, well-spoken, kind, thoughtful, and confident.

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JOB DESCRIPTION

A. FINANCIAL SUPPORT/FUND-RAISING:

- Identify, cultivate, and solicit increasing amounts of giving, while meeting the specific target amount to meet operational needs for the given year.
- Raise and track the month-to-month support in general and designated giving.
- Keep the Head of School regularly informed of the status of general giving amounts, in relation to the amount received as to the amount spent.
- Assist the Head of School in broadening the popular and financial support of the school through fostering the number and depth of relationships with business, church, and community leaders.
- Organize, manage, and track all fundraising endeavors with a customer relationship management tool (i.e. Pipedrive, Salesforce, etc.).
- Create and oversee a plan for pursuing grants (proposal writing, reporting requirements, etc.) and execute in accord with the plan.
- Assist, as requested by the Head of School, in the coordination of long-term financial goals of the school, e.g. building programs, capital campaign, debt reduction, etc.

B. PERSONAL/PUBLIC RELATIONS:

- Foster sincere and loving relationships with parents, grandparents, and alumni of the school.
- Respond to all donated gifts, in writing, and verbally as appropriate, within 24 hours of receipt of the gift.
- Assist the Head of School in furthering relations with area pastors, churches, educational organizations and community groups.
- Build personal relationships with current and potential donors to the school, meet with prospective donors and supporters on a continual basis in an effort to further their knowledge and support of Stonehaven.

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- Develop, implement, and oversee plans, strategies, and activities for the cultivation, solicitation, and stewardship of individual, corporate, and foundation donors to secure gifts.
- Develop and implement a plan to increase alumni involvement in the life of the school.
- Establish relationships with SAIS, ISM, and other organizations that provide professional development opportunities for advancement, development, and fundraising.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Coordinate the plan and implementation of all fundraising events for the school. e.g. GALA dinner, GOAL scholarship program, Boosterthon, grandparents' day, capital campaigns, corporation meetings, pastors' or businessmen's' luncheons, etc.

C. COMMUNICATIONS:

- Oversee the construction, printing, and distribution of print materials communicating fundraising/annual fund/development goals.
- Respond promptly and graciously to all correspondence directed to the development office.
- Construct regular specific group mailings to grandparents, pastors, donor, etc., containing information pertinent and interesting to the specified group.
- Maintain contact with other development personnel in the industry to maintain an understanding of the best practices as it relates to development and fundraising.
- Develop monthly development reports for the Head of School and the Board of Trustees containing information related to the school's development goals.
- Work closely with both the Head of School and the Board of Trustees.
- Attend three Board meetings (generally September, December and April) to provide detailed reports on development progress and plans.

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- Regularly inform all parents and patrons of the school about the fund-raising programs, various giving options, etc.

If you are interested in applying for this position, please send a resume and cover letter to Stonehaven's Head of School, Brett Edwards (bedwards@stonehavenschool.org).

The Stonehaven School does not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of race, color, national and ethnic origin, age or sex.

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