

## Part Time Development Director

Wayne Country Day School seeks a committed, skilled, and energetic development professional to join our team. They will be responsible for leading fundraising and development activities in alignment with our school's mission of preparation and formation of students for the world beyond college. This position is a part time position with the opportunity to grow into a full time post.

The ideal candidate possesses a passion for relationships, young people, and education, a team-oriented approach to collegiality, enthusiasm for creating and implementing an innovative program, strong interpersonal skills, and a deep knowledge of development best practices.

### **Major Duties & Responsibilities**

- Design and implement a comprehensive Development Funding Plan annually which maintains the fiscal health of the organization and provides future financial resources for growth and expansion. Including but not limited to grant writing and management, corporate major giving, annual appeal development and management, third party events, and internal events.
- Develop strong relationships within the community to foster a positive image such that companies, foundations, and individuals will make the Wayne Country Day School a priority for giving.
- Act as primary point of contact for funding, donations and fundraising event inquiries.
- Collect, organize, and maintain a complete and accurate database record of donors and funding received. Creates funding targets for the board of trustees. Establishes tracking tools and monitors monthly.
- Collect, organize, and maintain a complete and accurate database of alumni and alumni parents. Work with Development Asst to foster alumni relationships.
- Work collaboratively with fundraising event chairs to offer management, production and oversight of internal fundraising events. Including developing and managing production timeline, budget, and evaluation.
- Oversee branding, image and consistency of messaging in all organization materials. Including ensuring WCDS messaging is updated and accurate in all marketing and outreach materials.
- Redesign and produce annual giving campaigns, as well as auxiliary marketing, promotional and outreach materials.
- Work collaboratively with Trustees, Faculty and Staff as needed to secure resources
- Other duties as assigned.

### **Knowledge, Skills & Abilities**

- Excellent personal, verbal and written communication skills
- Customer service, communication and recordkeeping experience
- Able to manage multiple projects while meeting deadlines
- Solid organizational, time management and project management skills
- Foster and promote relationships and partnering within the community
- Establish rapport and build on relationships to promote mission of the Wayne Country Day School
- Good public speaking skills

### **Qualifications**

- Experience with Development
- An undergraduate degree is required.
- Salary is dependent on experience.

Candidates should send the information listed below as a single pdf file to Barbara Baker at [bbaker@waynecountryday.com](mailto:bbaker@waynecountryday.com):

- A cover letter, explaining your strengths as a candidate and why you are interested in the development position.
- Résumé