



DEVELOPMENT DIRECTOR JOB DESCRIPTION

Job Title: Director of Advancement

Reports to: Head of School

Salary Range: \$60,000 - \$70,000

Department: Administration

Effective Date: TBD

Classification: Full-time/Year-round
Salary/Exempt

Job Summary

The Development Director (DD) is responsible for increasing engagement and raising contributed funds to support the mission of The Montessori School of the Berkshires. Working with the members of the board and leadership team, the DD cultivates relationships with individual donors and other potential donors. As a member of the administrative leadership team, the DD reports to the Head of School (HoS) and is responsible for developing and leading the school's advancement program as adopted by the Board of Trustees (BoT) and in support of the mission of the school.

Essential Functions of the Job

Fundraising and Philanthropy

- Directs, designs, and manages the implementation of MSB's fundraising activities to support school operations and growth, including annual giving, special initiatives, and event-related fundraising in conjunction with the Development Committee
- Works directly with the HoS and Business Manager to determine the philanthropic funding required to meet current and future school needs
- Manages strategies and activities for donor cultivation and solicitation
- Develops and implements volunteer fundraising programs for the Annual Fund in conjunction with the Development Committee
- Develops stewardship and moves management plans for key donors
- Creates a culture of philanthropy on the BoT

Internal & Community Relations

- Works with the Development Committee of the BoT and the HoS to develop strategies to meet the school's fundraising goals
- Develops fundraising support mechanisms for BoT and development volunteers
- Communicates development activities to a variety of constituencies through the Annual Giving Report, the school's website, and newsletters
- Establishes and maintains connections with alumni families and community members
- In conjunction with the HoS, Director of Operations, and Director of Education works with the MSB Family Community to further annual appeal and event success

Individual Giving and Donor Relations

- Cultivates relationships with school constituents—including families—and inspires support
- Supports HoS and BoT to prepare for solicitation of major gifts from individual donors and prospects. Actively and strategically stewards and cultivates donors

- Inspires a strong sense of community and pride in MSB among current families, alumni/ae, faculty, staff and other constituent groups through donor recognition events

Foundation/ Corporate Relations

- Builds and expands partnerships with foundations, business/corporations, and other local organizations, increasing awareness of MSB and its programs
- Works with the Business Manager to identify new sources of philanthropic support

Communications

- Collaborates on web design, press releases, and social media promotion. Assigns specific website review to appropriate administrators and teaching staff
- Collaborates on communication strategies for whole school communication

Development Office Structure

- Manages the development database, records, and gift processing
- Manages pledge reminders and donation acknowledgements
- Manages all administration for the fundraising initiatives

Alumni Relations

- Collects news and information about alumni/ae
- Cultivates and maintains connections with and between alumni/ae

Administrative and Other Duties

- Serves as an active member of the Development Committee of the BoT
- Functions as part of the administrative team at the school
- Supports the school leadership and the school's mission statement
- Models the school's values including embracing lifelong learning; self-evaluation, and personal and professional growth.
- Models professional, and ethical behavior; respects student and family confidentiality, works respectfully with families, cooperates and collaborates with staff members
- Performs other duties as requested by the HoS

Additional Duties

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school.

Knowledge, Skills and Abilities

- Ability to describe problems and work orally or in writing to supervisor as required.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Ability to carry out instructions furnished in written or oral form.
- Ability to add, subtract, multiply and divide, and perform arithmetic operations.
- Ability to understand, apply, and use personal computers and software applications (e.g., Word, Excel, PowerPoint, the Internet, Google Suite, electronic mail).
- Ability to problem solve job-related issues.
- Ability to work with a diverse group of individuals.
- Ability to process paperwork accurately according to standardized procedures.
- Ability to maintain confidentiality of information regarding students, employees, and others.
- Organizational and time management skills.

- Knowledge of office management procedures.

Education and Experience

- The DD must minimally hold a Bachelor's degree. Experience and training in advancement and/or fundraising is required.
- An understanding of and passion for Montessori philosophy is preferred.
- Continued professional development in the form of conferences, webinars, and networking is expected of all MSB faculty and staff.

Physical Requirements

- Works in standard office and school building environments.
- Ability to work outdoors during outdoor student activities.
- On time, regular, and onsite attendance.
- Constantly position one-self to maintain eye-level communication with children and sit at tables or floor.
- Be able to lift 50lbs.
- Frequently communicate with children and adults.
- Substantial movement of the wrists, hands, and/or fingers.
- Work in inside and outside environmental conditions.

Equipment/Software

- Uses standard office equipment such as personal computer, copy machine, telephone.
- Experience with Raisers Edge preferred. Experience with programs like Canva preferred.

Travel Requirements

- Limited travel to and from meetings may be required.

Supervisory Responsibilities

None

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Please submit a resume and cover letter to Todd Covert, Head of School todd@berkshiremontessori.org.

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