

THE HARVEY SCHOOL

Director of Development Job Description

Position Summary

The Director of Development reports directly to the Head of School and oversees all aspects of the stewardship and fundraising program, including the annual fund, capital campaigns, special events, planned giving, and alumni relations to support the School's strategic vision, cultivating a culture of giving and gratitude across all constituencies.

Primary Duties and Responsibilities

- Oversee and manage all aspects of the development office, including fundraising, event planning, alumni relations, etc.
- Formulate a comprehensive development program in consultation with the Head of School and the Board of Trustees.
- Develop and execute a strategic plan for the development function with annual operating plans for successful implementation of the strategy.
- Work closely and collaboratively with the senior leadership team in order to advance the mission and priorities of the school.
- Maintain a highly collaborative relationship with the Head of School, the Board Chair, and individual board members, supporting them in all of their fundraising responsibilities and accompanying them on donor visits when appropriate.
- Cultivate and solicit leadership and major gift prospects personally and with the Head of School, volunteers, and others.
- Act as the staff liaison to board committees – Capital Campaign Committee, Development Committee, and Committee on Trustees, providing them each with reports for board meetings.
- Report regularly to the Head of School and periodically to the Board of Trustees on advancement programs and issues.
- Manage prospect research and cultivation initiatives with a special emphasis on pursuing strategies to secure or increase giving from donors.
- Develop and manage a strategic stewardship program for all leadership donors.
- Implement a Gift Acceptance Policy for the school.
- Oversee the Parent Association and Alumni Association.
- Collaborate on marketing and communications initiatives to expand and enhance the school's visibility and reputation.
- Provide content and input for the school's publications.
- Personally solicit donors for the annual fund, capital campaigns, and special events such as the gala.
- Develop strategies for existing donors to effectively move them through a meaningful cycle of giving.

- Oversee the expansion of the school's alumni program.
- Prepare and implement the annual departmental budget.
- Establish process to review and analyze ongoing effectiveness of fundraising programs.
- Hire, supervise, manage, and evaluate all development office personnel.
- Work with the Head of School and Board Chair to organize fundraising and stewardship training for the Board of Trustees.
- Provide direction and support to the Head of School in fulfilling his advancement responsibilities, ensuring prudent and efficient use of his time.
- Develop a program of ongoing professional development for department staff.
- Oversee gift processing and information systems, ensuring that internal systems and state-of-the-art technology are in place to support development efforts.
- Perform other duties as determined by the Head of School.

Minimum Qualifications

- Bachelor's degree or equivalent. Master's degree preferred.
- At least four years of relevant experience in a development-related role in an educational environment.
- Leadership experience managing a department.
- Direct experience soliciting large gifts, individually and as part of a team.
- Proven track record managing a large-scale capital campaign.
- Outstanding interpersonal and communication skills, with a professional and empathetic approach.
- Willingness to be part of a collaborative environment and work closely with colleagues and parents.
- Strong organizational skills and attention to detail.
- Ability to communicate clearly and effectively, verbally and in writing.
- Positive attitude, flexible approach, and a sense of humor.

To apply for this position:

Please send a single PDF file that includes a cover letter, resume, and three references to employment@harveyschool.org. Please include the position title in the subject line.