

JOB DESCRIPTION

Position Title: Development Manager - Part-Time

FLSA: EXEMPT

Posting Date: June 23, 2022

Closing Date: August 15, 2022

12 MONTH

Approx Start Date:

Sept. 1, 2022

Primary Role: OLMA is looking for a resourceful and charismatic Development Manager. This important role provides leadership, planning and management of and for the Development Office and is responsible for designing, implementing, and maintaining a comprehensive development program for the school. This role is responsible for the oversight of all fundraising, volunteer, and alumnae activities. All responsibilities are to be in line with the school's mission. The Development Manager reports directly to the Head of School and works collaboratively with the Leadership Team. The Development Manager co-supervises the part-time Development Coordinator who also supports the Admissions Director.

Key Accountabilities:

- Plan and manage fundraising events.
- Find new donors and maintain good relationships with existing donors.
- Create marketing campaigns to advertise the nonprofit organization.
- Draw up and manage event budgets.
- Oversee all aspects of the development program, including fundraising, leading the annual giving program, creating a strong alumni association, and special development events.
- Identify, research, and spearhead the implementation of a diverse and multifaceted fundraising program to support the school's strategic vision, cultivating a culture of giving and gratitude across all constituencies and socio-economic strata.
- Collaborate with the admissions on PR and communications initiatives to create/produce fundraising-related communication materials to expand and enhance the school's visibility and reputation.
- Strengthen relationships with the school's alumnae and further develop alumnae programming.
- Partner with current parents to help with fundraising and special events.
- Prepare materials for major donor asks by Head of School or other Senior Leadership
- Enhance existing relationships while building new relationships, systems, and programs that further tap into the generosity and resources of the community.
- Maintain a database of all contributors, ensure all acknowledgements are mailed in a timely manner and provide development reports as required.
- Coordinate the school's volunteerism efforts.
- Nurture and maintain a highly collaborative relationship with the Head of School and Leadership Team while supporting them in all their fundraising responsibilities, and accompanying them on donor visits when appropriate.

Education:

A bachelor's degree

Years of Relevant Experience

3+ years of experience in the nonprofit sector and in fundraising. Independent school experience preferred.

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| Types of Experience | <ul style="list-style-type: none"> • Proven success in planning fundraising events • Outstanding knowledge of fundraising data software and database management software • Experience working with and motivating volunteers and staff members |
| Certifications & Licenses: | N/A |
| Skills / Knowledge: | Familiarity with the local community |
| Competencies: | Exceptional written and oral communication, Excellent organizational skills, Detail-oriented and able to work collaboratively, Strong work ethic and high level of integrity, Technologically savvy and High-energy and enthusiastic about working in an academic atmosphere |
| Work Environment: | Office |
| Travel Requirements: | Minimal |
| Key Interfaces/ Relationships: | Head of School, Department of Admissions, Athletic Director, parents and office staff. |
| Other: | Please note: This job description is not designed to cover or contain a comprehensive list of all activities or duties required to meet the standards of the OLMA community. |

Position Reports to: Head of School

To Apply:

Please email a cover letter and resume to Brooke Coyle, Head of School, at Mrs.Coyle@olmanj.org.