



Joy in Learning Since 1938

Manzano Day School

Director of Development

Job Summary

Manzano Day School is accepting applications for the position of Director of Development. This position works closely with the Head of School and the Board of Trustees. The Director of Development supervises a small staff to provide leadership for the development program. This individual is an active leadership team member and reports directly to the Head of School.

Manzano Day School is an independent non-profit elementary school serving children in pre-k through fifth grade in Albuquerque, New Mexico. Founded in 1938, Manzano Day School is dedicated to innovative child-centered education, excellence in teaching, and *Joy in Learning*®.

The Director of Development cultivates a culture of giving and philanthropy for the Manzano Day School community. Interested candidates should submit resumes to Cathy Hubbard at chubbard@manzanodayschool.org.

Essential Duties and Responsibilities

The Director of Development will:

- Identify, research, and spearhead the implementation of a diverse and multifaceted fundraising program to support the school's mission and strategic vision, cultivating a culture of giving and gratitude across all constituencies and socio-economic strata.
- Collaborate with the admissions office on PR initiatives and communication director to create/produce fundraising-related communication materials to expand and enhance the school's visibility and reputation.
- Identify corporate and foundation funding opportunities and help draft grant applications.
- Personally solicit major donors.
- Maintain a database of all contributors and provide development reports as required.
- Manage the development budget.
- Supervise and nurture the development office staff.
- Capacity to work effectively and collaboratively with colleagues, members of the board, donors, volunteers, consultants, and all other constituents
- Familiarity and experience with Blackbaud products, including Raiser's Edge
- Knowledge of best practices in independent school fundraising

Cathy Hubbard
Head of School

1801 Central Avenue NW Albuquerque, New Mexico 87104 505-243-6659
505-243-4711 fax www.manzanodayschool.org

Other Duties

This position is a member of the school administration team. As a leadership team member, duties include but are not limited to being on campus a few times a month until 6 pm, attending school functions in the evening and on weekends, and participating in duties around the school.

Qualification Requirements

- Bachelor's degree, Master's degree preferred
- 5+ years of experience in the nonprofit sector and in fundraising
- Independent school experience preferred
- Proven success in directly soliciting and closing charitable gifts
- Strong interpersonal skills and ability to work with all the school's constituents while maintaining strict confidentiality
- Excellent verbal and written communication skills
- Passionate about working with a wide range of individuals from diverse backgrounds
- Experience working with and motivating volunteers and staff members
- Excellent analytical, time management, and organizational skills, including the ability to prioritize projects based on the school goals and mission