

# DIRECTOR OF DEVELOPMENT

## Position Opportunity

At Whitfield we want students to discover and become the very best version of themselves. And we want staff who are excited to help build an environment where this is possible. Is that YOU? Are you a fundraising professional ready to work in a warm, relational, collaborative, and fun culture with a community that dreams big? Are you ambitious? Do you want to advance data-driven fundraising strategy and activity to support 400+ amazing young people and their families?

The focus of this job is making connections with people and inspiring them to achieve results. **WHITFIELD SCHOOL SEEKS A DYNAMIC, CREATIVE, AND MOTIVATED DIRECTOR OF DEVELOPMENT** with a sincere appreciation for people and how they are each uniquely driven. This position will work closely with the Head of School, Board of Trustees, and other community partners to guide and grow all aspects of our giving programs.



## Essential Responsibilities

- ➔ Supervise two direct reports, a Database Manager and an Assistant Director of Development (to be hired by the new Director).
- ➔ Oversee operating budgets, policies, procedures, annual giving society, fundraising events and initiatives, donor communications, stewardship, and prospect research.
- ➔ Work closely with the Head of School, campus leadership, the Board of Trustees, volunteers, alumni, and parents to grow a strong philanthropic culture.
- ➔ Develop long-term fundraising strategies for current and potential donors with an emphasis on major gifts aligned with the school's strategic plan.

## Key Facts

Coed, grades 6-12

430 students

8:1 student to teacher ratio

Average class size is 14

156 feeder schools

*"The Director of Development is a collaborative partner with me and the Board of Trustees, inspiring widespread support of our extraordinary, close-knit community at this moment of transformation and growth."*

**- CHRIS CUNNINGHAM, PH.D.**  
Head of School



## MISSION

*Whitfield School cultivates ethical, confident, successful students in a community of innovation, collaboration, and trust.*

## Experience and Skills

- Passion for education and young people
- Exceptional professional and personal integrity
- Successful track record managing a fundraising program and staff, ideally in an educational setting
- Experience leading annual giving campaigns and managing volunteers
- Ability to cultivate, solicit, and close major gifts
- Ability to develop effective partnerships with diverse internal and external constituents
- Ability to think strategically, with understanding of robust fundraising best practices
- Superb written and oral communication skills
- Self-starter comfortable leading data-driven system and goals
- Exceptional project management skills with attention to quality and detail
- A motivated and motivating team builder
- Strong computer skills including Microsoft Office and Raiser's Edge or other CRM



## Compensation

This is a full-time, exempt position in a flexible working environment with a starting salary of \$100,000 - \$125,000. Whitfield offers excellent staff benefits including 6 weeks of vacation annually, medical, dental, vision, life and long term disability, 401K with up to 5% match, tuition remission, and other perks that aim to take the very best care of employees and their families.



## To Apply

Submit a resume and cover letter that expresses your interest and qualifications for the position to [search@emdconsulting.com](mailto:search@emdconsulting.com). Candidates will be considered on a rolling basis, with materials accepted until March 31, 2023.

*Whitfield actively seeks to forward the equity and diversity of our community in our admissions, programming, policies, and hiring. We do not discriminate on the basis of race or color, religion, age, nationality, ethnicity, economic background, disability status, protected veteran status, sex, gender identity or expression, or sexual orientation. Whitfield School is an equal opportunity employer, and we encourage all candidates to apply.*