



Oakwood School, a private school for students in grades 1st - 8th with mild to moderate language-based learning disabilities, **is accepting applications for the position of Development Director**. The Development Director is a part of the Advancement Team and oversees all aspects of resource development through charitable giving, grant writing & research, and alumni outreach.

A successful candidate will have the attention to detail necessary for accurate record-keeping and the ability to navigate supporting technology and software (website, fundraising databases, student information systems). The Development Director should be self-motivated to initiate contact with donors and stakeholders and be an excellent communicator, able to share Oakwood's story and vision.

The Development Director position offers an exciting opportunity to balance the continuation of established relationships and planned giving and the generation of innovative new fundraising initiatives and strategies. We encourage resumes from positive, creative, and flexible individuals with the experience and knowledge to grow the next phase of giving engagement at Oakwood School. We are looking for a dynamic relationship builder who can connect with families, donors, and young alumni.

Job Duties & Responsibilities:

- Manage an annual fundraising calendar to achieve measurable goals.
- Act as liaison for Oakwood Parents Association and support OPA in event planning and year-long relationship building with current parents.
- Act as a point of contact for alumni inquiries and build relationships with young alumni.
- Provide regular content for publications, social media, and newsletters. Draft and write solicitation letters, pledge acknowledgments, and Development Office communication.
- Coordinate established fundraising events and initiate future fundraising events. Attend school-wide events and assist in planning & execution as needed.
- Support daily operations of the school in terms of schedule and administrative support as needed.
- Lead research on prospective donors, grants, and new fundraising initiatives.

Required Qualifications:

- Bachelor's Degree and a minimum of 3-5 years of non-profit fundraising experience.
- Minimum of 2-3 years of event planning experience.
- Knowledge of fundraising and CRM systems; Bloomerang experience is a plus.
- Commitment to Oakwood School's mission, goals, and objectives.

This is a 12-month position with a competitive salary, benefits, and a supportive work environment.

Expected start date: August 2023