

Director of Development

TITLE: Director of Development

DEPARTMENT: Advancement

WORK LOCATION: Taurel Building

POSITION STATUS: Full-Time, year-round

POSITION SUMMARY:

The International School of Indiana (ISI), with approximately 500 students, is a preschool through Grade 12 independent non-profit school established in 1994 by business and civic leaders to support the participation of Central Indiana in the global economy. ISI has become the premier international school in the Midwest and provides its students with a world-class education that prepares them to be responsible citizens and effective leaders in a rapidly globalizing and interdependent world.

ISI seeks a Director of Development. This is a full-time, 12-month position that reports to the Vice President of Development and External Relations and works closely with members of the Advancement and Leadership Team, as well as the school's Board of Directors. The Director of Development plans, manages, and coordinates the implementation of all development activities, including annual fundraising appeals, fundraising/cultivation events, campaign initiatives, and management of donor records. ISI is a maturing institution, and the successful candidate will contribute to growing advancement initiatives by working to expand, strengthen, and retain donor relationships.

RESPONSIBILITIES:

Fundraising

- Design, implement, and manage a comprehensive, proactive plan focused on retaining and expanding the donor base and increasing individual annual support of fundraising campaigns
- Assist with effective cultivation, stewardship, and recognition of individual donors, including print and electronic recognition, events, and personalized stewardship.
- Maintain a communication strategy in collaboration with the Director of Communications to ensure that donors are informed and connected.
- Help plan and execute annual fund and capital campaign events, including but not limited to International Gala, Trivia Night, Slide-A-Thon, and other school-wide community events.
- Manage all annual giving appeals to current families, alumni families, and friends of ISI in collaboration with the Advancement Team.
- Engage enthusiastically in the life of the School, leveraging daily interactions and major school-wide events alike for cultivation opportunities with all constituencies.
- Assist the Advancement Team as needed to support alumni relations, the Parent Association (PA), and other priority constituencies.

- Keep current with best practices, innovative developments, and trends in philanthropic giving with a focus on the independent school community.

Donation Processing & Stewardship

- Responsible for overseeing the secure, timely, and accurate deposit and recording of all gifts into the donor database, eTapestry, and OneCause
- Create all thank you letters and receipts
- Manage stewardship activities
- Responsible for overseeing the reconciliation of all contributions with the business office
- Manage gift agreements, including sponsorship agreements
- Manage all in-kind contributions

Administrative

- Provide administrative support to the VP of Development and External Relations as needed (scheduling donor visits, updating donor records, drafting correspondence, etc.)
- Maintain records in eTapestry, OneCause, and the Development Google Drive files
- Produce internal and external progress reports that evaluate the overall success of the Annual and Capital Campaigns against benchmarks and develop strategies to increase effectiveness.
- Create and conduct plan for donor prospecting
- Performs other related duties as assigned by the Vice President of Development and External Relations

REQUIREMENTS:

- Relevant Bachelor's degree and 3+ years of fundraising experience
- Ability to adapt to a changing environment and handle multiple priorities and projects simultaneously
- Excellent writing, presentation, and analytical skills
- Experience with annual giving programs and capital campaigns
- Energy, curiosity, creativity, willingness to take initiative
- Proficiency in Google Suite, eTapestry, and OneCause or similar systems a must
- Collaborative work style and comfort working with the development team, board members, parents, alumni, school staff, faculty, and students.
- Must be flexible as some evening events and weekend events are required
- Volunteer management experience preferred
- Knowledge of independent, private, boarding, and or college preparatory school culture is a plus

APPLICATION:

This position will remain open until filled. Please apply immediately with a letter of intent and resume (including the names and contact details of at least two professional referees whom we may contact) to:

Human Resources
International School of Indiana
4330 N. Michigan Road
Indianapolis, IN 46208
resumes@isind.org