



Primary Job Title: Director of Development and Alumni Engagement

Job Description

- To devise and manage a program designed to attract the maximum gift support possible to the institution. This program will include annual fund solicitation; planned giving programs; Georgia GOAL, corporate and foundation proposals; and planning for major capital gifts.
- To keep the Head of School and Development Committee informed on the fundraising activities of the Development Office.
- To develop a plan to increase alumni and parental support of and involvement in the institution.
- To work with Director of Communications to create a coordinated publications and printing program that will most effectively communicate with various constituencies.
- To develop and execute a plan for greater alumni involvement
- To serve as staff support for the Development Committee of the Board of Trustees and the Alumni Association
- Coordinate ad sales and content for sports programs by season
- Coordinate fundraising activities such as golf tournaments, auctions, and other approved fundraisers
- Approve all fundraising activities on campus before they are executed; communicate the reason for preapproval with all school personnel
- To oversee the processing of all gift income for the purpose of providing receipts and the maintaining of giving records of donors to the School.
- To develop and lead a professional and volunteer staff to carry out the activities of the Development Office.
- To develop a wide variety of ways to communicate fundraising opportunities with all current and past parents, current and past grandparents, and alumni in concert with the Director of Communications
- To plan, organize and implement receptions and reunions and other special events, both at the School and off campus including Homecoming activities and Senior Day

- To create and implement the class agent or similar program designed to coordinate communication to alums by graduating class
- To oversee the maintenance of the school-wide Raiser's Edge database.
- To consult with athletics to create a revenue-producing system to complement current athletics budgets- ad sales, promotional nights, concessions profits
- To work in concert with the Athletic Society to maximize school fundraising efforts and avoid conflicts of interest
- To work strategically to develop and support programs that are possible revenue streams and/or value-added options for Heritage families
- To perform other duties as assigned by the Head of School.
- To support the School and its leadership.