



## **DIRECTOR of Development and Communications**

Full Time Position

### **Why Peninsula School?**

Imagine a place where intellectual curiosity, social and emotional learning, and social justice intertwine to create a dynamic learning environment. Peninsula's wooded, 6-acre campus is not just a setting; it's a place where children thrive and develop to their full promise as confident contributors in the world, learn about themselves and others, discover their passions, and grow in an inclusive community rich with choices, exploration, and play. In addition to intellectual development and social and emotional learning (SEL), we educate for democracy, student choice and voice, and social justice.

### **Position Overview**

Reporting to the Head of School, the Director of Development and Communications leads the development and implementation of Peninsula School's annual and long-term fundraising and community-building initiatives. The role requires the Director of Development and Communications to initiate fundraising and communications strategies that are steeped in the school's strategic plan, mission, vision and values and create tactics that will bring those goals to fruition. The Director of Development and Communications will lead all aspects of a capital campaign, which aims to raise funds in conjunction with our centennial celebration.

The Director of Development and Communications works collaboratively with the Head of School, administrators, Board Development Committee, and, as needed, consultants, to clearly craft and articulate fundraising goals, opportunities and communications that celebrate the school's unique program and vision.

### **What Awaits You**

- Competitive Compensation: Earn between \$150,000 to \$165,000, depending on your experience.
- Benefits: Because your well-being matters to us, we offer a comprehensive benefits package, including health, dental, life and long-term disability insurance and retirement savings with an employer matching plan.

- Inspiring Community: Immerse yourself in a supportive, inclusive community dedicated to learning and engaged citizenship.
- Room for Growth: Grow both personally and professionally in an environment that values diversity, equity, inclusion, and belonging.

### **Join Us in Shaping the Future!**

Peninsula School actively promotes the principles and practices of [diversity, equity, inclusion and belonging](#) throughout the school community. We are an equal-opportunity employer and encourage people from under-represented groups to apply.

At Peninsula School, we believe in the power of every individual to make a difference. Whether you're a seasoned professional or newer to the field, we welcome your application. Come join us in shaping the future, one student at a time!

The expected start date for this position is 10/1/24. Please fill out an [employment application](#) (also linked at the bottom of <https://www.peninsulaschool.org/about-us/join-our-team>) and send it with a cover letter and resumé, to [HR@peninsulaschool.org](mailto:HR@peninsulaschool.org).

### **Essential Functions and Responsibilities**

#### **Leadership for Peninsula School's Development Strategy**

- Work with the Head of School, Director of Finance and Operations and the Development Committee to ensure that strategic goals and resources are in place that guide the work of fundraising initiatives of the school.
- Evaluate progress toward these goals, refine as needed and communicate progress to the Head of School and Board of Directors.
- Develop and promote creative and exciting fundraising opportunities in support of the school's mission by creating fundraising opportunities and related cases for support.
- Set financial objectives, evaluate results and develop corrective strategies as needed.
- Maintain a productive and supportive working relationship with Parents of Peninsula (POP) so that volunteer and financial giving functions are interlinked and contribute to vibrant school functioning and community-building.

#### **Leadership and Implementation of the Annual Fund and Raise Your Paddle**

- Develop annual goals for operational fundraising, and guiding strategy for key fundraising components, which typically includes an Annual Fund campaign, Raise Your Paddle (RYP), 8th Grade Gift and parent-supported fundraising events (Community Party, Craft Fair and Spring Fair).
- Alongside the Annual Giving and Alumni Relations Specialist, implement the Annual Fund including training and support of Annual Fund Parent Reps, special events to encourage participation, oversee gift processing and recognition, and manage financial and participation tracking and reporting.
- Work collaboratively with the Annual Giving and Alumni Relations Specialist and Communications Specialist on communications related to the Annual Fund campaign.

- Work collaboratively with the Head of School and Director of Finance and Operations to develop strategic funding goals for annual “Raise Your Paddle” campaigns.
- Create a plan to promote the “Raise Your Paddle” focus and work collaboratively with the Communications Specialist to promote the focus.
- Provide guidance for the School’s Events Coordinator and POP volunteers including assistance for processing and acknowledgement of all donations and tax receipts.
- Solicit underwriting donations for fundraising events.

#### **Leadership for Peninsula School’s Communications Strategy**

- Work closely with the Head of School, the Director of Admissions and Enrollment, Annual Giving and Alumni Relations Specialist, Communications Specialist and Events Coordinator to implement a broad, comprehensive and strategic internal and external communication plan.
- Promote clear communication that aligns with the school’s mission, vision and values to support admissions and fundraising efforts and builds community.

#### **Creation, Leadership and Implementation of a Major Gifts Program**

- Partner with the Head of School, Director of Finance and Operations, and Board Development Committee to identify the school’s funding priorities.
- Align prospect interests and philanthropic goals with the school’s funding priorities.
- Create, implement and manage fundraising campaigns including strategy, case statement, engagement strategies, execution, solicitation, donor stewardship and acknowledgment.
- Ensure an efficient donor management system is in place that collects and tracks donor information which can be used strategically to understand philanthropic giving and inform decision-making.

#### **Board of Directors**

- Work with the Development Committee Chair on shared Development goals and determine annual and longer-term work of the Development Committee in achieving these goals.
- Develop donor engagement strategy in concert with the Development Committee.
- Provide Education and develop strategies for Board engagement in fundraising initiatives including Major Gifts and Capital Campaigns.

#### **Oversight of Fundraising Activities to Meet Annual Operational Fundraising Goals**

- Work with the Head of School and Communications Specialist to develop a guiding communications strategy and messaging for Development work at Peninsula School.
- Create and manage annual goals, work plans, professional development and evaluations for the Annual Giving and Alumni Relations Specialist, Communications Specialist, and Events Coordinator.
- Develop an annual departmental budget, monitor income and expenses and communicate these with the Head of School and Business Office.
- Oversee the management of the day-to-day activities of the Development Office, ensuring that administrative systems and processes such as record-keeping, gift processing, and database management functions smoothly and efficiently.

## Participate on the School Administration Team and Leadership Team

- Participate on the Leadership Team and the Administrative Staff Team to ensure strong communication and coordination of Development Office activities with other school activities.
- Contribute to the development and implementation of the school's operating and strategic plans as appropriate, and work collaboratively to secure the resources to carry out strategic objectives.
- Become and remain educated about the culture of the school and build positive, respectful relationships with all members of the community.
- Provide input for activities in all school arenas. Seek input from Administrative staff about Development Office activities.
- Assist with other projects as needed and directed by the Head of School.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and sound hearing. The ability to speak clearly and coherently is required. While performing the duties of this job, the employee is regularly required to sit; use hands, talk and hear. The employee is frequently required to reach with hands and arms. On occasion, the employee is required to stand, walk, stoop, kneel, or crouch. Employees are required to operate a computer and office productivity machinery, communicate across a variety of media, and work in close proximity to others. The role may also require the employee to work in inclement weather during special activities and work at a desk for extended periods of time.

While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak. The employee is required to sit (sometimes for extended periods); stand; walk on a variety of surfaces; climb stairs, bend and squat when communicating with younger students; use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The noise and activity level in the work environment is variable, with times of quiet and times of high stimulation and activity.

**To Apply:** Please fill out an [employment application](https://www.peninsulaschool.org/about-us/join-our-team) (also found on the Join Our Team page of our website <https://www.peninsulaschool.org/about-us/join-our-team>) and send it with a cover letter and resumé, to [HR@peninsulaschool.org](mailto:HR@peninsulaschool.org).

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