THE MEADOWS SCHOOL

Development Manager

Are you a relationship driven fundraising professional who can turn strategy into meaningful donor engagement? The Meadows School is looking for a Development Manager to lead annual giving, advance campaign priorities, and strengthen connections across our community!

At The Meadows School, we do more than educate, we spark curiosity, build lasting connections, and celebrate achievement at every turn. Philanthropy helps bring that mission to life. As our Development Manager, you'll lead the execution of annual fundraising efforts, build compelling opportunities for donors and volunteers, support a comprehensive capital campaign, and deepen alumni engagement. Nestled on our beautiful 40-acre campus in Summerlin, Nevada, our institution serves over 1,000 students from PreK through 12th grade. Join us in continuing this legacy of success!

What You'll Do:

Lead Annual Giving: Plan and execute the school's seven-week Annual Fund, shaping strategy, messaging, donor outreach, appeals, follow-up, and timelines. Partner with the Director of Advancement to set goals and drive engagement and funds raised

Mobilize Donors & Volunteers: Recruit, support, and manage a robust volunteer team while designing thoughtful donor appreciation and engagement opportunities that build lasting relationships with The Meadows School

Drive Event Fundraising: Lead fundraising for the school's Gala or Food & Wine Festival, including sponsorships, donor outreach, and auction support. Partner closely with the Special Events Manager, who oversees event logistics and execution

Advance the Campaign: Support campaign execution by preparing materials and proposals, drafting gift agreements, strengthening donor stewardship, and contributing to research and prospect strategy. Plan campaign events and partner with the Director of Advancement on moves management and donor pipeline development

Strengthen Alumni Connections: Create meaningful opportunities for alumni connection, engagement, and participation in school life. Coordinate events and reunion outreach, develop alumni communications, and oversee the Alumni Council

What We're Looking For:

We're looking for a thoughtful relationship builder who pairs strong execution with genuine enthusiasm for our school community. You'll thrive in a collaborative Advancement team, manage multiple priorities with care, and bring fundraising plans from idea to successful completion. You are ready to:

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- Translate fundraising goals into clear strategies, messages, timelines, appeals, and follow-up
- Build trusted relationships with donors, volunteers, alumni, colleagues, and community partners
- Communicate persuasively in donor outreach, proposals, gift agreements, stewardship, and alumni communications
- Manage volunteer teams and engagement opportunities with warmth, organization, and accountability
- Coordinate fundraising and campaign events in close partnership with colleagues responsible for logistics
- Use donor research, prospect strategy, moves management, and pipeline development to advance philanthropic relationships

Why Join The Meadows School?

At The Meadows School, we believe that curiosity, creativity, and innovation aren't just for our students, they're at the heart of everything we do. As a member of our team, you'll thrive in a dynamic, collaborative environment where your ideas, relationship building skills, and commitment to our mission can make a visible impact. You'll have the opportunity to shape annual giving, support a transformational campaign, engage alumni and donors, and help secure the resources that strengthen our school community. We support our staff with professional development, growth opportunities, and the freedom to bring fresh ideas to life. This role is designed for a growth trajectory - strong performance and meaningful strategic contributions will create a path to increased organizational leadership. Join us and help advance a school that values both tradition and forward thinking excellence.