SEACREST
COUNTRY DAY SCHOOL

# Director of Development

Seacrest Country Day School, an independent school serving students from Pre-K3 through 12th grade, seeks a Director of Development to lead and grow a comprehensive philanthropic program that sustains the school's mission and strengthens its future.

Reporting directly to the Head of School, the Director of Development is a senior member of the school's leadership team. The Director will build lasting relationships with parents, grandparents, alumni, trustees, and community partners, and will turn those relationships into annual, major, and capital support. The position is both strategic and hands-on: setting the vision for advancement while personally cultivating and soliciting key donors.

This is a full-time, exempt, 12-month position. The Director works closely with the Board of Trustees, the Director of Admissions, the Director of Communications, and the Business Office.

## Key Responsibilities

**Strategy and Leadership**

- Develop and execute a multi-year development plan with clear annual goals, metrics, and timelines, aligned with the school's strategic priorities.
- Serve as a thought partner to the Head of School on fundraising strategy, donor engagement, and the school's case for support.
- Manage the development budget and report regularly on progress to the Head of School and the Board of Trustees.
- Lead, mentor, and evaluate development staff, volunteers, and any outside consultants.

**Annual Giving**

- Design and lead the annual fund, including parent, grandparent, alumni, faculty and staff, and trustee campaigns.
- Increase participation rates and average gift size through segmented, multi-channel solicitation and consistent follow-up.
- Recruit, train, and support parent and class volunteers.

**Major and Planned Gifts**

- Identify, cultivate, solicit, and steward a portfolio of major gift prospects, working side by side with the Head of School and trustees.
- Build a planned giving and legacy program, including bequests and endowment gifts.
- Pursue corporate, foundation, and community partnerships.

**Capital and Special Campaigns**

- Plan and lead capital and special campaigns for facilities, programs, scholarships, and endowments, including feasibility work and a campaign case statement.
- Support the Board of Trustees in leading campaign committees and volunteer solicitors.

**Events and Engagement**

- Plan and execute signature fundraising and friend-raising events, such as an annual gala or auction, donor recognition events, and alumni gatherings.
- Build an engaged alumni community through reunions, regional events, and regular communication.
- Partner with Admissions and Communications so that school stories, publications, and digital content support giving.

**Stewardship and Donor Relations**

- Ensure prompt, personal gift acknowledgment and meaningful recognition for every donor.
- Report on the impact of giving through donor communications and an annual report.

**Data, Systems, and Compliance**

- Maintain accurate donor records and use a CRM to track prospects, moves management, and results.
- Analyze giving data to guide strategy and forecast revenue.
- Follow professional ethics, donor privacy standards, and all legal and gift-acceptance requirements.

# Qualifications and Experience

**Required**

- Bachelor's degree.
- At least five years of progressive experience in fundraising or advancement, with a demonstrated record of raising annual, major, and/or capital gifts.
- Experience managing a donor portfolio and closing five- and six-figure gifts.
- Proficiency with donor database and CRM systems and with data-driven fundraising.
- Strong written and verbal communication skills, including the ability to present compellingly to individuals, small groups, and large audiences.

**Preferred**

- Experience in an independent school, higher education, or similar nonprofit setting.
- Experience leading or contributing to a capital campaign.
- Experience with planned giving programs.
- Experience supervising staff and managing volunteers.
- Certified Fund Raising Executive (CFRE) credential or a commitment to earn one.

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## Skills and Personal Attributes

- **Relationship builder:** Warm, credible, and genuinely interested in people; able to earn the trust of families and donors at every level.
- **Mission-driven:** Believes in the power of independent education and can speak authentically about Seacrest's students, faculty, and programs.
- **Strategic and results-oriented:** Sets ambitious goals, tracks progress, and holds self and team accountable.
- **Collaborative leader:** Works effectively with the Head of School, trustees, faculty, staff, and volunteers.
- **Persuasive communicator:** Able to articulate a compelling case for support in person and in writing.
- **Discreet and ethical:** Handles confidential information with integrity and follows the highest professional standards.
- **Organized and self-directed:** Manages many priorities and deadlines with attention to detail.
- **Flexible:** Willing to work evenings and weekends for school and donor events.

## Working Conditions, Compensation, and How to Apply

The Director of Development works on campus with regular evening and weekend commitments tied to events and donor engagement. Some local travel is expected.

Seacrest offers a highly competitive salary commensurate with experience, alongside a comprehensive executive benefits package including health/dental/vision insurance, an attractive retirement match, and tuition remission opportunities.

Interested candidates should submit a comprehensive cover letter outlining their leadership and other relevant experience, a current resume, and a list of three professional references to **hr@seacrest.org**. Applications will be reviewed on a rolling basis, and the search will remain open until the position is filled.

*Seacrest is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against any applicant or employee based on any legally protected characteristics, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, sexual orientation, gender identity, transgender status, age, pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, citizenship or immigration status, physical or mental disability, genetic information (including testing and characteristics), marital status, HIV or AIDS (actual or perceived) or based on sickle cell trait or testing or any other category protected by federal, state or local law (collectively, "protected characteristics"). Seacrest's commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, supervisor, or co-worker.*