Smith Preparatory Academy
Development Director
Job Description

Summary of Responsibilities
This position supports the growth of the school and its long-term vision and plans for further development. This is a part-time year-round position.

ESSENTIAL FUNCTIONS:

- Under direction of Headmaster, begin (or continue) course of study on Classical Christian Education
- Serve as an articulate, enthusiastic, and visible spokesperson for the school
- Be highly motivated and pro-active, with the ability to work as part of our small and dedicated team
- Work with our enrolled students and families to cultivate and nurture a giving culture within the school community
- Maintain close relationships school families, current donors, sponsors, funders, and community leaders
- Grow our individual donor base within the school community
- Maintain (or re-establish) correspondence with alumni and add to DRM for future corresponence
- Grow and manage business sponsorships
- Manage annual giving campaigns (two per year)
    - One in-school fundraiser in the fall with student participation
    - Gala fundraiser in the spring
- Cultivate major gifts and planned gifts
- Manage all donor and prospect correspondence and marketing materials
- Establish and maintain relationships with key prospects, donors, local business and community leaders
- Maintain our DRM (donor relations management) database in FACTSGiving
- Work with Accounting department to manage documentation related to donations and fundraising campaigns
- Work with Admin to execute digital, print, and phone marketing campaigns to drive admissions and fundraising efforts
- Partner with vendors, school faculty, parents, and community organizations for development initiatives
- Use donor relationship management software to prioritize prospective givers
- Research and apply for grants
- Accompany Headmaster on networking meetings or events as requested and able

- Work with Provost to properly track and document giving statements and adhere to all accounting procedures
- Work with Headmaster/Provost on any additional special fundraising initiatives
- Participates in development of school or department fiscal year operating budget meetings as requested

QUALIFICATIONS

- Be able to demonstrate a high level of personal integrity and a strong work ethic
- Be able to manage multiple projects/deadlines and work successfully under pressure
- Be flexible with a "hands on" approach with a determination to get things done
- Have a good sense of humor and want to be a key player in the future of the school
- Be a crucial ambassador with the ability to promote our vision and mission with passion and commitment
- Be able to foster strong relationships from the outside and within the organization

REQUIREMENTS

- Understand, appreciate, and fully support the vision and mission of Smith Preparatory Academy.
- Experience in or a general knowledge of accounting, finance, and business operations (both for-profit and non-profit).
- Bachelor's degree in business, finance or a related degree, or equivalent experience.
- Solid working knowledge of QuickBooks and Microsoft Office (Experience with school-related or other database a plus!)
- Excellent organizational, written/verbal communication and interpersonal skills

WORKING CONDITIONS

Duties are normally performed in an office environment, which may be busy and noisy at times, posing frequent interruptions. The noise level in the work environment is usually moderate. This position does require some off-site activities, where the noise level and type of work differ based on event and need.