



## **Director of Development**

### **Park Century School**

#### **Why This Role Matters**

Park Century School transforms the lives of bright, neurodiverse learners and their families. As the school looks toward its next chapter, the Director of Development will play a central role in strengthening philanthropic support, deepening community engagement, and helping secure the resources needed to advance this important mission.

This is an opportunity for a relationship-driven advancement professional to help shape the future of a remarkable school community while building a sustainable culture of philanthropy over time.

#### **Position Summary**

Park Century School seeks a dynamic, hands-on Director of Development to lead and grow the school's fundraising program. Reporting to the Head of School, this individual will lead annual giving efforts, manage donor engagement, support key fundraising events, and partner with trustees, volunteers, and leadership to build long-term advancement capacity.

#### **Key Responsibilities**

##### **Fundraising Strategy & Leadership**

- Develop and implement an annual fundraising plan aligned with school priorities.
- Partner with the Head of School and the Board of Trustees' Development Committee to develop strategies.
- Provide regular updates on fundraising progress, priorities, and opportunities.
- Help strengthen a culture of philanthropy across the school community.

##### **Annual Fund & Leadership Giving**

- Lead strategy and execution of the Annual Fund.
- Manage relationships with donors and prospects, including current families, alumni parents, grandparents, trustees, and friends of the school.
- Conduct cultivation, solicitation, and stewardship activities in partnership with school leadership.
- Prepare materials and briefings for donor conversations.
- Track progress toward annual fundraising goals.

##### **Donor Stewardship & Community Engagement**

- Develop meaningful stewardship practices that strengthen donor retention and confidence.

- Oversee acknowledgments, recognition efforts, and donor communications.
- Help communicate the impact of philanthropy through stories, updates, and outreach.
- Partner with leadership and volunteers to deepen community engagement.

#### **Events & Volunteer Partnership**

- Provide strategic oversight for fundraising and donor engagement events, including the annual gala/auction and select cultivation gatherings.
- Partner with staff, volunteers, and committees on planning and execution.
- Ensure events support relationship-building and fundraising goals.

#### **Advancement Operations**

- Maintain accurate donor records, gift tracking, and reporting systems.
- Oversee fundraising data, campaign tracking, and core analytics.
- Establish practical processes that improve efficiency and consistency.
- Coordinate with business office partners regarding gift processing and reconciliation.

#### **Foundation & Institutional Giving**

- Identify and pursue select grant and foundation opportunities aligned with school priorities.
- Prepare proposals, reports, and stewardship communications as appropriate.

#### **Qualifications**

##### **Required**

- Bachelor's degree or equivalent professional experience.
- 3-5 years of experience in fundraising, advancement, or related nonprofit leadership.
- Demonstrated success in relationship-based fundraising, annual giving, or donor engagement.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Experience with donor databases and fundraising systems.
- Ability to work independently while collaborating effectively with leadership and volunteers.
- High level of professionalism, discretion, optimism, and initiative.

##### **Preferred**

- Experience in independent schools or education-based nonprofits.
- Familiarity with donor databases and fundraising systems.
- Campaign experience, including planning, major gift strategy, or execution.
- Experience working with or passion for schools serving neurodiverse learners.

##### **Additional Information**

- Occasional evening and weekend work is required for events, meetings, and donor engagement.
- Compensation: \$110,000–\$125,000, commensurate with experience.