**Vanguard**

Job Description for Director of Development

**OVERVIEW OF POSITION:**

The Director of Development leads the Advancement Department and works closely with the Head of School and Board of Director to oversee and manage all aspects of The Vanguard development program. The Director of Development must be able to think strategically and practically to implement a comprehensive and results-oriented development plan that includes traditional and innovative strategies. Key components of this plan should include goals, strategies, and timetables for the Vanguard Foundation, major and capital gifts, the endowment campaign, alumni giving, planned giving, and matching gifts, and should include a complementary focus on prospecting and tactics to build key relationships with alumni, families, and community, corporate, and foundation leaders. This position reports to the Headmaster, serves on the school’s leadership team and sits on the Advancement Committee and Endowment Campaign Committee of the Board of Directors.

**RESPONSIBILITIES:**

* Develops and implements a short and long-term advancement plan to meet established development goals and objectives. This includes, but is not limited to, strategic initiatives for securing major gifts, donations to the Vanguard Foundation corporate and foundation grants, endowment gifts, implementing a robust alumni giving program, defining stewardship and prospecting tactics, enhancing special fundraising/cultivation events, and developing new approaches to supporting traditional advancement initiatives.
* Provides daily management of advancement staff including establishing annual goals (to support overall goals established in the advancement plan), providing regular performances reviews and appropriate recognition, and supporting ongoing professional development opportunities.
* Serves as the endowment campaign director and provides direct daily management of specifically focused initiatives to secure major gifts and leadership gifts in support of the endowment.
* Works collaboratively and creatively with the Director of Communication to appropriately position development opportunities and integrate messages in publications, grant submission, reports, and collateral materials for cultivating and stewarding donors.
* Works collaboratively with Parents Teacher Council leadership and key constituents including board members, alumni, grandparents, parents, friends, and community members through (acknowledgement and relationship-building) cultivation efforts.
* Oversees management of gifts processing and donor acknowledgment, the donor database, and financial reporting. Manages accompanying information systems.
* Manages prospect research and cultivation initiatives with a special emphasis on pursuing strategies to secure or increase giving from donors. This includes providing a structure and process for key advancement and leadership staff, and Board of Directors, for a regular review of strategies attached to solicitations of potential donors (e.g. contact reports).
* Develops strategies for existing donors to effectively move them through a meaningful cycle of giving.
* Attends Vanguard events and activities and fosters significant pride and excitement for fundraising efforts.

**QUALIFICATIONS:**

* Demonstrates servant leadership, and exemplifies a collaborative, decisive, motivating and engaging communication style.
* Ability to balance multiple priorities in a complex environment.
* Working knowledge of development best practices, trends in (independent school) education and development best practices, trends in (independent school) education and development, fundraising tools and technology, including donor databases, e-mail and online campaigns, and donor research.
* Extreme tact and discretion, attention to detail, and a commitment to excellence.
* Bachelor’s degree in Communications, Marketing, Business Administration, or other related field.
* Deep appreciation and understanding of the School’s mission and the ability to articulate its values and vision internally and externally.

Compensation and Benefits: Competitive and Comprehensive

Please forward a cover letter and credentials to Harold Maready, Head of School, at [Harold.maready@vanguardschool.org](mailto:Harold.maready@vanguardschool.org).

No Phone Calls Please