

Job Description: Development Director

20 hours/week (\$20/hour)= \$20,800 annual salary

- **Admissions:** develop/deploy recruitment strategies to increase enrollment, lead prospective families on tours, provide on-going communication with prospects, educate families on financial assistance options, organize open house events, develop/deploy strategies to bridge known enrollment gaps (PK-K, Gr. 6-7)
- **Fundraising:** facilitate and maintain donor relations, Richland Gives, Spring event-planning, secure legacy giving (wills, trusts, endowments)
- **Grants:** Research, write applications for, and monitor grant opportunities
- **Community Relations:** facilitate local partnerships, present to local civic organizations
- **Alumni Relations:** track, communicate with, and maintain an alumni database
- Assist HOS with Marketing Tasks
- **Volunteer Liaison:** organize, communicate with, and monitor volunteer options & participation
- **Media Liaison:** share stories with Mansfield NewsJournal, Richland Source, and local radio options
- **PTO Liaison:** communicate with parent leadership organization as it relates to planning events and involving staff
- **Strategic Planning:** Assist HOS and Assistant HOS with the implementation and monitoring of the strategic plan and school goals
- **Marketing:** Supervise the creation of marketing materials to keep donors informed of needs, development programs/activities, and up-coming opportunities to give
- **Annual Reporting:** Generate a comprehensive report for families & alumni outlining financial gifts, event outcomes, volunteer participation, and progress on capital projects
- Perform other work-related duties as assigned by the HOS or Assistant HOS