

Friends Select School

**Director of Development Services**

As a thriving independent school located on the Benjamin Franklin Parkway in Philadelphia, Friends Select School seeks a Director of Development Services that is interested in the people, organizations, and institutions that support the school as well as the data that guides the fundraising strategies. This newly created position offers a development professional the opportunity to work closely with donors and colleagues in a creative manner while also overseeing the fundraising database.

The Director of Development Services reports to the Director of Development and Alumni/ae Relations and is a vital member of the development team. S/he is responsible for oversight of day-to-day activities related to development, alumni/ae relations, and parent programs. S/he is also responsible for database management, gift processing and data entry, reporting and data analysis, data integrity and security, coordinating direct response mail program with outside vendors, donor stewardship and recognition, record keeping and reporting for EITC/OSTC and SPE tax credits and other fundraising initiatives. This position develops and implements data and gift entry procedures; produces lists, reports, and gift acknowledgments; and contributes to the successful execution of development goals and strategies. S/he will maintain close working relationships with other members of the development leadership team.

Friends Select School is a 590-student, co-educational, pre-kindergarten through twelfth grade, college preparatory, independent school located in center city Philadelphia. The school provides programs and services and equal opportunity in the administration of its educational and admissions policies, financial aid programs, employment and the selection of its governing board without regard to gender, gender expression, race, color, creed, religion, national origin, sexual orientation, handicap status, or any status recognized by federal, state and local civil rights and non-discrimination laws. The school carries out its mission in a manner reflective of the spiritual and social testimonies of the Religious Society of Friends.

Responsibilities include, but are not limited to:

- Oversee the day-to-day activities of the Development, Alumni/ae Relations, and Parent Programs Office ensuring that activities are meeting deadlines.
- Manage database for all constituencies to ensure accuracy and efficiency among all users.
- Responsible for optimizing the use of Raiser's Edge, GiveCampus, and CampusPay by developing policies and protocols for data entry, prospect management, accuracy and data management.
- Coordinate direct response mail activities working with outside vendor.
- Manage EITC/OSTC and SPE tax credit support and reporting requirements working with the business manager.
- Coordinate the Named Scholarship program, including identifying prospects, soliciting donors and stewarding gifts.
- Staff the Faculty/Staff Annual Fund Committee.
- Run data analysis queries, reports, pledge, and prospects reports on a regular basis and prepare all donor reports including Report of Gifts, statistical reports, and grant reports.

- Process, reconcile and transmit donations and pledges as well as thank you letters on a daily basis working in conjunction with members of the development office to ensure accurate record keeping and donor acknowledgment.
- Manage online, matching and recurring gift processing as well as vendor relationships.
- Coordinate prospect research and prepare donor profiles using Target Analytics and other resources.
- Prepare financial and statistical reports for internal tracking as well as reporting requirements required by professional organizations.
- Working with the IT Department, determine technology needs for Development Office.
- Maintain Raiser's Edge (RE) database specific to prospect research, including data entry, generating queries, exports, and reports.
- Provide support for special projects as needed.
- Serve as liaison with the Business Office.

Experience/Qualifications:

- Knowledge of Blackbaud's Raisers Edge NXT preferred.
- Must possess strong organizational, analytical and problem-solving abilities and have the ability to work with others creatively to achieve department goals.
- Ability to juggle multiple tasks simultaneously and meet deadlines.
- Demonstrated aptitude for new and emerging technologies in advancement.
- Experience with data analysis, gift processing, and donor acknowledgment.
- Donor solicitation experience preferred.
- Sharp attention to detail.
- Occasional evening and weekend hours required.

Interested candidates should submit a resume, cover letter, and a list of three references resumes with cover letter to Christine Jefferson, Director of Development and Alumni/ae Relations ([chrisj@friends-select.org](mailto:chrisj@friends-select.org)), by June 29.