



Job Title: Director of Development

Reports To: Board of Directors

Position Type: Full-Time

Salary: \$40,000 **with opportunities for additional funding through grants*

About Us:

Wauhatchie School is a dynamic and mission driven non-profit organization committed to offering families a holistic, nature based approach to education through programs that foster collaboration, curiosity, creativity, connection, and a profound sense of belonging - empowering learners to become compassionate leaders and active contributors to a vibrant community and a sustainable world. We are dedicated to creating lasting impact by providing children the time and space to develop to their fullest potential. Wauhatchie Forest School provides children daily opportunities to collaborate creatively, problem solve, support one another and dream of a better world. As we continue to grow, we are seeking a highly motivated and experienced Director of Development to guide the business side of our school, lead our fundraising initiatives, and develop & strengthen relationships with donors, sponsors, and stakeholders.

Position Summary:

The Director of Development will be responsible for developing and executing a comprehensive fundraising strategy to support the organization's mission and ensure its long-term sustainability. The Director will manage all aspects of the fundraising process, including individual, corporate, and foundation giving, as well as organizing special events and campaigns. This position requires a dynamic leader with strong communication skills, a deep understanding of fundraising strategies, and a passion for advancing the organization's mission.

Key Responsibilities:

1. Fundraising Strategy & Leadership:

- Lead the development and implementation of a robust, multi-year fundraising plan to meet organizational goals.
- Work closely with the Head of School, Administrative Team, Board of Directors, and key stakeholders to set fundraising targets and identify funding priorities.

- Lead and manage all fundraising activities, including annual giving, major gifts, planned giving, grants, corporate partnerships, and special events.
- 2. **Donor Cultivation & Stewardship:**
 - Identify, cultivate, and steward relationships with individual, corporate, and foundation donors.
 - Build and maintain a portfolio of major donors and prospective donors, ensuring effective stewardship, engagement, and retention.
 - Develop tailored communications and strategies to engage donors at all levels, fostering a deep sense of loyalty and commitment to the organization's mission.
- 3. **Grant Writing & Corporate Partnerships:**
 - Oversee the identification and submission of grant proposals to foundations, government agencies, and other funding sources.
 - Develop and manage corporate partnerships to secure sponsorships, in-kind donations, and other forms of support.
- 4. **Event Planning & Management:**
 - Lead the planning and execution of fundraising events, including auctions, donor recognition events, and smaller campaigns.
 - Collaborate with internal teams and external partners to ensure successful event execution and maximum donor engagement.
- 5. **Team Leadership & Staff Development:**
 - Supervise and mentor a development team, providing guidance, professional development, and performance management.
 - Foster a collaborative and positive team culture, ensuring alignment with the organization's mission and strategic objectives.
- 6. **Budgeting & Financial Management:**
 - Develop and manage the development department's budget, ensuring resources are allocated efficiently to meet fundraising targets.
 - Monitor and report on fundraising progress, metrics, and return on investment
- 7. **Marketing & Communications:**
 - Collaborate with the marketing and communications team to create compelling fundraising materials, donor communications, and annual reports.
 - Ensure consistent messaging across all fundraising initiatives to reinforce the organization's mission and vision.

Qualifications:

- Bachelor's degree in nonprofit management, business, communications, or a related field preferred.
- A minimum of 3 years of experience in nonprofit fundraising, with a proven track record of securing major gifts and grants preferred.
- Strong understanding of donor cultivation and stewardship practices.

- Excellent written and verbal communication skills, with the ability to craft compelling messages to diverse audiences.
- Ability to build and maintain relationships with donors, board members, volunteers, and other stakeholders.
- Strong leadership and management skills, with experience leading a team to achieve fundraising goals.
- Experience in grant writing and securing funding from corporate, foundation, and government sources.
- Proficiency with fundraising software and donor management systems.
- Strong organizational and project management skills with an ability to manage multiple priorities and deadlines.

Compensation and Benefits:

- Competitive salary based on experience.
- Comprehensive benefits package, including health insurance, remote work days, and paid time off.
- Professional development opportunities and a dynamic, mission-driven work environment.

To Apply:

Please submit a resume, cover letter, and three professional references to office@wauhatchie.org
Wauhatchie Forest School is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.