

## Oak Grove School

oakgroveschool.org • 805-646-8236 • 220 W Lomita Ave, Ojai CA 93023

### Senior Development Officer

Supervisor: Director of Advancement

Hours: Full-time

Salary range: \$74,000-\$84,000

### Job Summary

Oak Grove is searching for a dedicated and socially conscious Senior Development Officer to provide leadership for the development program, as it builds a strong culture of philanthropy throughout the school and global community. The goal of the Senior Development Officer is to design and execute programs of giving that ensure sustainability and organizational growth while maintaining alignment with the school's mission and intent.

### Essential Duties and Responsibilities

Duties and responsibilities for the Senior Development Officer will include preparing progress reports, drafting proposals, engaging with potential donors, tracking contributions, securing gifts, preparing and managing mailing lists, assisting with event planning, liaising with consultants, coordinating volunteer programs, driving community empowerment initiatives (specifically the 50th Anniversary celebrations), ensuring timely acknowledgment of contributions, coordinating workshops, drafting outreach strategies, engaging with and cultivating alumni, identifying funding opportunities, and imbuing each task with Oak Grove's mission and intent.

### The Senior Development Officer will:

- Establish and execute forward-thinking development and strategic programs that optimally grow the annual, major, and capital campaigns; legacy gifts; and planned giving.
- Oversee all aspects of the development program, including fundraising, leading the annual giving program, guiding capital campaigns, soliciting corporate and foundation proposals, creating a strong alumni association and special development events.
- Identify, research, and spearhead the implementation of a diverse and multifaceted fundraising program to support the school's strategic vision, cultivating a culture of giving and gratitude across all constituencies and socioeconomic strata.
- Collaborate with the Admissions and Communications Department to create/produce fundraising-related communication materials to expand and enhance the school's visibility and reputation.
- Identify foundation funding opportunities and help draft grant applications.
- Strengthen relationships with the school's alumni and further develop alumni programming.
- Facilitate and maintain alumni-centered social media accounts.
- Personally solicit major donors.

- Establish a robust parent cultivation program to secure 100% parent annual giving.
- Enhance existing relationships while building new relationships, systems, and programs that further tap into the generosity and resources of the community.
- Maintain a database of all contributors and provide development reports as required.
- Coordinate the school's volunteerism efforts.
- Nurture and maintain a highly collaborative relationship with the Director of Advancement, the Head of School, the Oak Grove School Board Chair and individual Board members, supporting them in all their fundraising responsibilities and accompanying them on donor visits when appropriate.
- All other tasks as assigned by the Director of Advancement and/or Head of School.

### **Essential Qualifications and Personal Attributes**

- Bachelor's degree required with a demonstrated track record of progressively responsible fundraising experience.
- Experience working within a non-profit educational institution.
- Experience working with fundraising databases; eTapestry/Blackbaud preferred.
- Ability to work independently and with a team.
- Excellent interpersonal, verbal, and written communication skills.
- Detail-oriented with the ability to multitask and prioritize multiple projects. Willingness to work evenings and weekends and travel locally.
- Connection with the mission of the school and familiarity with the teachings of the founder.

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