



**Ridgewood School
Director of Development
Job Description**

Development at Ridgewood School:

The Development function at Ridgewood School enables and creates broad and deep relationships that lead to funding and increased involvement from key stakeholders. Because Development drives investment in Ridgewood School, it is fundamental to maintaining the financial health of Ridgewood School and to achieving an ever-increasing impact in the community and on its students.

Ridgewood has always relied on the generosity of its supporters to supplement income from tuition and other sources. As the school continues to grow the role of philanthropy is vital. We are seeking a Development Director who will expand on the success of the current program. Additionally, Ridgewood intends to launch a focused campaign in alignment with the current strategic plan.

Position Description:

The Director of Development supports the mission of the School by strengthening relationships between Ridgewood School and its stakeholders – students, alumni, parents, and community members. The Director of Development reports to the HOS and works closely with the Director of Alumni Relations as well as the Development Committee of the Board of Trustees.

Responsibilities:

Lead the development and implementation of a comprehensive strategy and plan for Development goals in Ridgewood's 2022 Strategic Plan.

Specific responsibilities include:

- Develop and manage a productive development strategy and program that is data informed and aligned to the business and financial goals of the school.
- Direct all fundraising programs, including but not limited to annual giving, major gifts, planned/legacy gifts, fundraising events, capital campaigns, business campaigns and grants.
- Cultivate, solicit, and steward donors and prospective donors to build the donor base, levels of giving, and donor loyalty.
- Plan and manage special prospect and donor events such as School visits, receptions, and on-going donor recognition.
- In conjunction with the HOS create and implement a coordinated communications program to connect with donors and prospective donors. Manage all communications that pertain to Development.
- Establish strategic community partnerships and relationships through participation in professional and service organizations in the 5-county area.
- With the HOS, develop the annual budget for all Development activities.
- Serve as a key member of the School's leadership team and support Board of Trustees, staff members and volunteers.

Knowledge and Competencies:

- Strong interpersonal, verbal and written communications skills coupled with working independently, efficiently, and a detailed-oriented approach to work.
- Ability to be flexible when responding to changing priorities or circumstances.
- Capability to establish rapport and maintain effective relationships with donors, members of the Board of Trustees and committee members, co-workers, and volunteers.
- Demonstrated experience with peer-to-peer fundraising and corporate relationships
- Strategic thinking abilities with strong planning, organizational and implementation skills.
- Experience with fiscal planning, forecasting, and budgeting.
- Public presentation capabilities to engage small and large groups of participants, volunteers, and donors.
- General computer proficiency, competence with office software, knowledge of CRMs, as well as experience with various fundraising and ecommerce platforms.

Minimum Qualifications:

- Full time, and will also require evening and weekend hours and some travel depending upon school events. Comp days are provided for significant evening and weekend work, subject to approval of HOS.
- Bachelor's degree
- Prior fundraising experience
- Well-connected within Clark, Champaign, Greene, and Madison counties
- Proficient in word processing, electronic mail, Excel and Access software
- Able to maintain records and files with absolute confidentiality
- Able to work in a loud and active school environment

Terms of employment:

- Twelve-month position (M-F availability)
- Attendance at all school events
- Vacation – 15 vacation days
- Sick Leave – 10 days (details provided in employee manual)
- Holidays – (Labor Day, Thanksgiving Break, Christmas, New Years, M.L. King Jr. Birthday, Presidents' Day, Good Friday, Memorial Day, and July 4th)
- There is a shared office space and off campus work is encouraged.
- Personal automobile mileage reimbursement at the IRS guideline for related out of town travel.
- Health insurance and retirement plans are offered.

***Ridgewood School is an Equal Opportunity Employer**