



## 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.

During 2022, Ridgewood developed and adopted a new and enhanced 3-year strategic plan for the School. It includes goals for Development.

The Development function is overseen by the Head of School (HOS) in coordination with the Board of Trustees that maintains an active Development Committee.

### 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 will work closely with the Director of Alumni Relations and the HOS to execute the responsibilities of the role.

The Director of Development reports to the HOS.

### Terms of Employment

Full-time twelve-month position

Monday – Friday; 7:45 a.m. – 4:30 p.m.; 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

Attendance at all school events

Vacation – 10 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)

This is not a remote position; office in Ridgewood School is provided

Personal automobile mileage reimbursement at the IRS guideline for Development events

Performance evaluation at six months; annually thereafter

### 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 promote a dynamic case for support of the institution and its targeted initiatives.
- » Cultivate, solicit, and steward donors and prospective donors to build the donor base, levels of giving, and donor loyalty.
  - » Prospective donors include but are not limited to alumni, current and past Ridgewood staff, current and past parents, current and past Board of Trustee members, residents and businesses of the 4-county area.

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- » Direct all fundraising programs, including but not limited to annual giving, major gifts, planned/legacy gifts, fundraising events, capital campaigns, and business campaigns.
- » Plan and manage special prospect and donor events such as School visits, receptions, and on-going donor recognition.
- » Review and if believed warranted, suggest amendments and modifications to the Development goals of the 2022 Strategic Plan.
- » Support the Development work of staff members, board members, and volunteers.
  - » Develop and oversee a large and engaged volunteer workforce.
  - » Prepare and support staff, board of trustees, and volunteers to participate in outreach and fundraising activities for the school.
- » Establish and maintain an up-to-date donor and alumni management software system, recording all contacts and donations as well as the stage of the donor campaign.
- » In conjunction with the HOS create and implement a coordinated communications program to communicate with donors and prospective donors. Manage all communications that pertain to Development.
  - » Ensure written contact at least twice yearly with all in the donor and prospect database (formal newsletter, informal news updates, annual report, etc.).
- » Establish strategic community partnerships and relationships through participation in professional and service organizations in the 4-county area.
- » Manage and maintain the School's relationship with The Springfield Foundation.
- » Write and track grant proposals.
- » Maintain appropriate statistics on all aspects of the development program. Use this data to continuously improve the Development activities and results.
- » With the HOS, develop the annual budget for all Development activities.
- » Serve as a key member of the School's leadership team.
- » Work in coordination with the Alumni Relations Director on various events, newsletters, identification of potential donors, database maintenance, etc.
- » Meet with Alumni Relations Director, HOS and Board of Trustees Development Committee Chair once a month before scheduled Development Committee meetings.
- » Prepare reports for distribution at scheduled Board of Trustees meetings.
- » Set annual performance goals and assess at the end of the year with HOS.
- » Collaborate with Social Media Manager to promote development activities and campaigns.
- » Perform other duties as required.
- » Lead team in selection of CRM software system and implement chosen system
- » Participate in continuing education opportunities for fundraising and development professionals.

### **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.

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» General computer proficiency, competence with office software, knowledge of CRMs, as well as experience with various fundraising and ecommerce platforms.

### **Minimum Qualifications**

- » 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

### **To Apply**

To apply for this position, please submit your resume and cover letter to [aranginwala@ridgewoodschool.org](mailto:aranginwala@ridgewoodschool.org).

**Ridgewood School is an Equal Opportunity Employer**