



MONTESSORI
School of Denver

Director of Development

Montessori School of Denver (MSD), located in beautiful Colorado, is seeking a **Director of Development**.

Job Overview: The person in this position is responsible for telling the “story” of MSD. Both the story of the school today, as well as what it might be tomorrow, while helping families to find their place and connect to the story at each stage of the school’s lifecycle. Manage, alongside members of the MSD team, a set of processes that enable all of this to happen in an engaging and coherent way.

The Director of Development works closely with the Head of School to provide leadership for the advancement program (Development, Parent Association, Alumni and Community support) as they build a strong culture of philanthropy that supports successful mission delivery throughout the school and broader community. The goal of the Director of Development is to design programs of giving that attract gift support of time, talent, and treasure, as well as strategies that attract, retain, and connect MSD constituents to each other and to the school beyond their MSD years on campus, in order to drive the school forward.

JOB DESCRIPTION

Essential Duties and Responsibilities:

- **Oversee all aspects of the development program, including fundraising, leading the annual giving program, guiding capital campaign(s), soliciting corporate and foundation proposals; identifying and pursuing grants; supporting the Development Committee of the Board, and cultivating a community of giving.**
 - Establish and execute forward-thinking development programs that optimally grow the annual, major, and capital campaigns; legacy gifts; and planned giving
 - Develop and oversee execution of annual development and capital campaign plans that engage internal and external constituents in the support and promotion of the school
 - Reach the Annual Giving, Events, Legacy Gate, Giving Circle, and Paddle Raise goals as set forth by the Board of Trustees and Development Committee
 - 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 socio-economic strata
 - Identify corporate and foundation funding opportunities and help support grant applications
 - Personally solicit major donors and nurture and maintain a highly collaborative relationship with the Head of School, the Board Chair, the Development Chair and individual board members, supporting them in all their fundraising responsibilities, and accompanying them on donor visits when appropriate

- Serve on and actively support the Development Chair and Development Committee of the Board of Trustees
 - Serve on the Strategic Plan and Equity and Inclusion Committees
 - Attend Board meetings as requested
 - Enhance existing relationships while building new relationships, systems, and programs that further tap into the generosity and resources of the community
 - Oversee management, accuracy and entry of development and donor activities including maintaining a donor database, providing development reports, completing an Annual Report, and other donor management activities as required
 - Coordinate the school's volunteerism efforts including the Work Bond program
 - Publicize results and measure success both in fundraising dollars and in community connection
 - Manage the development budget, ensuring to stay within budget for events and annual giving line items
 - Provide the Head of School with timely reporting on major gifts
 - Complete the Annual Report and all donor acknowledgements initiatives annually, including tax letters, donor receipts, and acknowledgments
 - Support Head of School with alignment of annual giving goals to strategic plans and initiatives
 - Raise funds to support the Urban Farm through individual gifts, grants, and family foundations
- **Cultivate and oversee the alumni community and Parent Association to strengthen connection, engagement, and community support, including:**
 - Strengthen relationships with the school's alumni and further develop alumni programming
 - Develop and maintain a wide variety of ways to communicate with all alumni, including via social media
 - Plan, organize, and implement receptions, reunions, special educational programs, and other alumni events in partnership with the Admissions Team
 - Create meaningful avenues for alumni participation in the life of the school
 - Support the Parent Association in their fund and friend-raising work and serve as the liaison between the Parent Association Board and the school including on Auction and other events, and initiatives
- **Auction/Events Fundraising**
 - Maintain key relationships with major donors to ensure high level of support at the Paddle Raise
 - Maintain relationships with major donors to secure Auction items
 - Work with auctioneer to ensure success in the Auction programming
 - Oversee all third party software and fundraising platforms that support events and Auction goals
 - Be accountable for achieving the Paddle Raise goal

Qualification Requirements:

- Bachelor's degree
- 5+ years of experience in the nonprofit sector with direct experience in marketing and fundraising
- Non-profit experience (*preferred*)
- Proven success in directly soliciting and closing charitable gifts

- Strong interpersonal skills and ability to work with all the school’s constituents while maintaining strict confidentiality
- Strategic thinker with a “can-do” style
- Passionate about working with a wide range of individuals from diverse backgrounds
- Outstanding knowledge of fundraising data software and database management software (Raiser’s Edge)
- Experience working with and motivating volunteers and staff members
- Competent Apple computer user
- Outstanding interpersonal and communication skills, with a professional and empathetic approach
- Exceptional organizational skills, detail-oriented, and able to work collaboratively
- Strong project management skills, including the ability to coordinate deliverables among multiple departments and manage simultaneous deadlines, on time, and within budget

Reports to: Head of School

Department: Administration/Development Office

Supervises: N/A

FLSA Status: Full Time Exempt

Compensation: Salary Range \$70,000-85,000 depending on experience

Montessori School of Denver offers an excellent compensation package including paid time off, health, dental, vision, 403(b) with matching and more; wide-ranging opportunities for professional development; and a talented and dedicated staff of teaching professionals and supportive administrators. Successful candidates will join a dynamic, supportive, and forward-thinking teaching community of over 70 individuals. Applicants are invited to visit Montessori School of Denver’s website (montessoridenver.org) to learn more about the school and its programs.

Montessori School of Denver does not discriminate on the basis of race, religion, age, sex, sexual orientation, national origin, or disability.

To Apply: Complete your application today at <https://montessoridenver.org/employment-opportunities/>. Send completed application and resume to the attention of Lydia Desmarais, Director of Human Resources, by emailing hr@msd-co.org or faxing 303-757-6145. We look forward to hearing from you!