



Director of Development

SUMMARY

The Director of Development position represents an outstanding career opportunity for the experienced fundraising leader who wants to build and drive a development program for a unique school with a truly inspirational and critical mission. Tremont School is a metro-Boston independent school for grades 5-12 and Post Graduates located in Concord, MA. Founded in 2011, Tremont is a small educational community where students are the leaders in their academic journey and teachers appreciate them as learners and individuals. Our students have diverse learning styles and seek an education outside of a traditional school setting. We offer students the opportunity to be authentically themselves while exploring their interests.

Tremont School envisions a consummate fundraiser who possesses a solid track-record of generating and closing gifts while stewarding an Executive Director and active volunteer Board through the fundraising process. In addition, they should be able to make the case for support with enthusiasm, highlighting Tremont School's recent successes, including its leadership in the academic realm of the "Living Curriculum."

The new Director of Development will create, oversee and implement the Development Strategy, ensure continuity of development operations, manage an individual giving portfolio while working directly with the Executive Director, and create a foundation relations program. The successful candidate will relish taking a start-up fundraising program to the next level of excellence. In addition to being familiar with all facets of fundraising, s/he/they will have experience managing and building a strong department. This is an excellent career opportunity for an experienced professional to serve in this lead role.

Reporting to the Executive Director, the Director of Development will be tasked with cultivation, solicitation, and stewardship of major gifts, corporate sponsorships, foundation funding, government grants, direct mail, donor events, and online appeals. As a member of the senior team, the Director of Development will set a positive example and work effectively throughout the school to build a culture of trust and collaboration.

RESPONSIBILITIES

I. Mission and Values

Expectations:

- Gain an understanding of Tremont School's culture and organizational goals and strategies to communicate funding priorities
- Educate, cultivate, and grow the current donor base and advance fundraising strategy in innovative ways (e.g. web-based, social marketing, direct mail)
- Capitalize on the Board of Trustees to expand the philanthropic network and achieve strategies for individual or foundation giving and major gifts
- Expand the pipeline of individual donors and prospects for annual giving and sponsorships
- Develop an Alumni giving program

- Expect initially to spend 80 percent of time in direct fundraising — including solicitations and oversight of friend-raising and fundraising events — and 20 percent of time working on outreach efforts with the Executive Director

Long-term Expectations:

- Lead department to achieve fundraising growth in key areas, in particular major gifts
- Manage an ongoing successful program of annual giving and major gifts.
- Develop and manage corporate and foundation relations
- Develop and structure a Planned Giving program/legacy gifts for families/grandparents
- Increase communications to current donors, foundations and corporate partners resulting in strong and ongoing alliances
- Create, implement, and take ownership of the annual development plan and operating budget line items regarding fundraising and regularly monitor and report on progress
- Work with the Executive Director to make sure the development plan meets program and organizational needs.
- Propose new fundraising techniques and audiences to expand and diversify Tremont School's funding sources beyond established donor groups
- Ensure best-practices, including accurate and timely gift processing, donor contact, and regular reconciliation between Development and Finance
- Participate in Tremont School's upcoming implementation of Salesforce software, including requirements, design, configuration and implementation, along with the Executive Director, Director of Admissions, Business Associate and an outside consultant
- Work with faculty and staff to foster cross-department coordination and collaboration on donor engagement and communications
- Retain and engage current list of donors for both ongoing fundraising and major events
- Lead the ongoing identification, cultivation, solicitation, and stewardship of new and diverse individual, corporate, and foundation donors for both current fundraising and major events
- Demonstrate commitment to diversity, equity and inclusion in relationship building efforts

2. Donor Campaigns and Cultivation

- Create and implement print and on-line fundraising campaigns including fall appeal, end of year appeal, special appeals, and lapsed donor campaigns
- Create a sustainer strategy (monthly donor) and employee giving program

3. Donor Event Management:

- Plan and coordinate the School's Annual *Celebration*
- Oversee communications with guests and sponsoring companies on visibility, event details, and payment logistics.
- In collaboration with a volunteer Team, manage event logistics, including coordination with video production team (virtual events), honorees, host and entertainers, and venue, AV, photographers, and other details as needed
- In collaboration with Board Advancement Committee, coordinates donor events including open houses, Lunch and Learns, and others, as required

QUALIFICATIONS

- College degree and 5+ years of development or related experience with demonstrated success in progressively responsible positions. Experience in mission-driven organizations
- At least five years' managerial experience and a track-record of launching new giving programs.

- A background working in partnership with and staffing a top institutional leader and performing as a strategic member of a senior staff
- Proven success in major gifts and corporate/foundation relations—with demonstrated history of personally closing five- and six-figure gifts.
- Familiarity with all aspects of fundraising—annual giving, major/planned gifts, corporate and foundation relations, events, communications, as well as board relations
- Excellent organizational skills and confidence in building relationships with a high-degree of discretion and poise
- Commitment to the overall mission and values of Tremont School.
- Commitment to equity and eagerness to learn
- Demonstrated success in networking to build mutually beneficial business relationships within the corporate, public and nonprofit sectors
- Experience working with senior level executives in nonprofit and corporate environments (C-suite level/VP)
- Proven track record of achieving annual revenue targets
- Demonstrated abilities to prospect, cultivate, and manage new donors
- Demonstrated ability to both plan and think strategically and offer “hands-on” productivity
- Superior communication skills, time management, and attention to detail
- Proven relationship-building skills with a record of working effectively in a highly collaborative environment
- Knowledge of foundation landscape is a plus
- Proficient in Google Suite, Salesforce, Microsoft Office, and fundraising database management.

Hours: 32-40 per week

Work Location: Mix of Onsite and Remote

Salary Range: \$85,000 - \$110,000

Benefits: Tremont School offers a generous benefits package, including health care, 401(k) match, generous vacation and personal days, on-site fitness center and gourmet cafe.

How to Apply: Please send a letter of interest and CV as a PDF to developmentsearch@tremontschool.org.