



## **Director of Development**

The New Community School empowers bright, talented students who are challenged by dyslexia and related learning differences. The innovative and research-based college preparatory curriculum uses a customized educational approach to build skills in language and math and to foster academic and personal strengths – igniting the passions and gifts of unique minds.

The New Community School seeks an enthusiastic and experienced fundraising professional to lead efforts to inspire support for the region's only college-preparatory school dedicated to empowering bright middle and upper school students challenged by dyslexia and related learning differences.

TNCS has grown significantly in recent years in enrollment, program and funding. As the school anticipates its 50th anniversary in 2024, the Director of Development has the primary responsibility to build on, expand, and execute the fundraising capabilities of TNCS that take advantage of our recent and highly successful capital campaigns.

**Reports to:** Head of School

### **Responsibilities**

#### **Strategic Leadership**

- Lead the development and execution of a long-term fundraising strategy in alignment with the strategic vision of the school. Create plans (short and long-term) that ensure fundraising goals are set and achieved across multiple approaches/channels to reach a diversity of donors.
- Develop effective and efficient monitoring and reporting mechanisms on progress to goals across all approaches/channels.
- Maintain a personal portfolio of top corporate and leadership donors and prospects.
- Serve as an enthusiastic and informed advocate for TNCS. Work with internal and external resources for management of communication on behalf of the organization including public relations, marketing and communications strategies, and gift solicitation campaigns.
- Cultivate meaningful and productive relationships between TNCS and all stakeholders including a diverse community of donors and partners.
- Lead and manage the Development Committee by keeping committee members and staff on track and motivated to reach goals.
- Serve as a member of the school's Administrative Leadership Team.
- Work with the Parents Association and volunteer leadership to fulfill their program and fundraising goals.
- Work with Development Staff to reinvigorate the school's alumni engagement efforts.

#### **Financial and Administrative**

- Create and monitor the Development team budget. Collaborate with the school's Administrative Leadership Team in creating the organization's overall budget by providing accurate information and the best forecasts possible.
- Advise Head of School, Board, and Executive Team on matters pertaining to grant and revenue generation.
- Ensure accurate and updated donor information and records are maintained in appropriate systems.
- Be familiar with latest trends in giving platforms, data integration, and analytics. Install strategies and procedures that lead to a donor-friendly experience while maintaining important data tracking priorities.

## Qualifications

- Desire to contribute to the overall mission of a vibrant school community.
- Bachelor's degree with 5 or more years of progressive experience in nonprofit fundraising required. Master's degree in a relevant field or CFRE preferred.
- Proven track record of success leading a major gift campaign.
- Capital campaign experience preferred, but not necessary.
- Must be a team player with the ability to quickly adapt to changing priorities. Must have successful experience working with volunteers, boards, and committees.
- Must be strategic, creative, self-motivated, with excellent organizational and analytical skills. Must be able to manage multiple projects with strong attention to detail.
- Must have excellent written and verbal communication skills.
- Strong working knowledge of Blackbaud's Raiser's Edge NXT preferred.

## Salary

Commensurate with experience.

## To apply

Send cover letter, resume, references, and salary requirements to [employment@tncs.org](mailto:employment@tncs.org).

The New Community School is an equal opportunity employer. The school provides equal employment opportunity to all employees, and job applicants without regard to an individual's race, sex, sexual orientation, color, national origin, age, religion, veteran status, marital status, disability, genetic information, military service, or other factor prohibited by federal law.