



# SANTA BARBARA MIDDLE SCHOOL

## **DEVELOPMENT DIRECTOR**

Full Time

Salary: Depends on experience. Position includes a competitive benefits package, including health insurance, dental insurance, employer-supported retirement savings, and paid time off coordinated around school breaks.

## **JOB DESCRIPTION**

A full-time member of the administrative team, the Development Director will work under the management of the Head of School to lead all functions of the Development department. The position will be responsible for implementing an annual comprehensive development program, including campaign giving, constituent relations, donor recognition, and event management. Additionally, the Development Director will supervise the Development/Administrative Associate who will support Development and other Administrative needs for the organization.

## **ESSENTIAL FUNCTIONS**

### **Annual Giving & Events**

- Develop and implement an annual giving campaign, including coordinating major gift solicitation, class-based fundraising goals/programs, recruiting volunteers, personal solicitation, direct mail, electronic appeals, phone-a-thons, and pledge reminders.
- Manage all strategies and activities for donor cultivation, solicitation, and relations across all constituents.
- Manage annual Spring Dinner & Auction, including event coordination, vendor management, volunteer recruitment and management, and soliciting key donations.
- In conjunction with the Communications Manager, develop all print and electronic solicitation and support materials.

### **Capital Campaigns/Restricted Funds**

- Design, implement and manage all fundraising activities related to specific restricted funds as needed, including endowment, capital, and scholarship campaigns, or other special projects.
- Build relationships with institutional funders (foundations, corporations, government) to support funding applications for special projects or campaigns.
- Identify, cultivate, solicit, and steward individual donors to support capital campaigns and other restricted programs.
- Grow a comprehensive planned giving program.

### SBMS Community and Donor Relations

- Lead a donor recognition program, ensuring all annual gifts are properly recognized and honored.
- Collaborate with the Development Committee of the Board of Trustees and the Head of School to develop strategies to initiate and meet annual fundraising goals.
- Work with the Parent Association to support parent activities, engage parent volunteers, and act as liaison between school administration and parents to communicate school projects, priorities, and needs.

### Other Duties/Job Responsibilities

- Attend faculty meetings and all 'staff required' SBMS events.
- Participate in Outdoor Education and Electives program, if available.
- Collaborate with other departments to support school advancement, specifically Admissions and Communications departments, but also others, as needed.
- Interface with the Business office, as needed, to ensure accounting of development income is accurately recorded.
- Supervise contracted Development-related roles as needed, including grant writers, event managers, and campaign management.

### **MINIMUM EXPERIENCE/EDUCATION REQUIRED:**

- Bachelor's degree required.
- 5 years development/non-profit leadership experience required, ideally working within the Santa Barbara community.
- Excellent written communication skills and strong oral communication skills with public speaking experience.
- Extraordinary attention to detail, accuracy, and organizational skills.
- Enthusiasm to function as a team player, with an added desire to lead projects.
- Outgoing personality that engages well with donor population and SBMS community
- Creative, problem solver with the ability to think outside the box.
- Demonstrated experience with successful event planning.
- Enthusiasm and skill to communicate the mission and philanthropic needs of Santa Barbara Middle School and to inspire giving across all constituencies.
- Willingness to work occasional evenings and weekends as warranted by meetings and special events, including all-School events such as Songfest, Town Meetings, Open Houses, Board meetings, and more.
- Demonstrated competency with Microsoft Office products, G-Suite, Constant Contact, and Adobe Suite.
- Proficiency with Raiser's Edge and Blackbaud programs, or similar database programs, required.
- Outdoor experience (camping, mountain biking, kayaking, hiking) desired.
- Experience working with or teaching middle-school-aged students desired.

### [To Apply](#)

Send a cover letter describing how your experience and skills meet the position requirements, your resume and 3 letters of recommendation to [jobs@sbms.org](mailto:jobs@sbms.org).