

Director of Development Private East Valley School

Position Summary

East Valley private school seeks an experienced, strategic, and mission-driven Director of Development to lead the school's advancement efforts and cultivate a thriving culture of philanthropy. Reporting to the Head of School and working closely with the Board of Trustees, faculty, families, and alumni, the Director will design and execute comprehensive fundraising initiatives that ensure the school's long-term financial strength and its ability to deliver on its mission.

The Director of Development will provide visionary leadership for all aspects of fundraising, including annual giving, major gifts, planned giving, capital campaigns, alumni relations, and community partnerships. The successful candidate will be both a strategic thinker and a hands-on fundraiser, capable of engaging a broad constituency in supporting the school's mission and securing resources to sustain the school's future growth and excellence.

Key Responsibilities

Fundraising & Advancement Strategy

- Design, implement, and manage a comprehensive fundraising program that includes annual giving, major gifts, planned giving, and special campaigns.
- Partner with the Head of School and Board of Trustees to establish a long-term philanthropic vision, including preparation for future capital or endowment campaigns.
- Cultivate, solicit, and steward major donors, building and maintaining relationships that advance the school's mission.
- Oversee donor stewardship programs, ensuring personalized recognition, reporting, and engagement opportunities.
- Identify, research, and secure grant and foundation funding that align with the school's priorities.
- Plan, execute, and evaluate signature fundraising events such as galas, auctions, and donor recognition events.

Alumni Relations

- Build and sustain an active, lifelong connection between alumni and the school through meaningful programs, communications, and events.
- Develop opportunities for alumni engagement in mentoring, networking, and student support.

- Lead the creation of alumni publications, digital content, and profiles that celebrate alumni achievements and strengthen affinity.

Community Engagement & Partnerships

- Strengthen and expand relationships with parents, grandparents, trustees, community leaders, and local businesses to broaden the school's circle of support.
- Collaborate with the Parent Teacher Organization (PTO) and volunteers to deepen family involvement in development efforts and drive alumni engagement.
- Partner with faculty and program leaders to align community partnerships with student learning and extracurricular initiatives.

Communications & Advancement Marketing

- Lead communications and marketing to produce compelling donor materials, student enrollment and campaign collateral that reflect the school's values and vision.
- Oversee development-related content for newsletters, annual reports, social media, and the website.
- Ensure consistent and inspiring messaging that reinforces the school's mission and impact.

Administration & Reporting

- Maintain accurate donor, alumni, and prospect records in the school's database, ensuring confidentiality and best practices in data management.
- Provide regular, detailed reports to the Head of School and Board on fundraising progress, donor activity, and campaign status.
- Ensure compliance with ethical standards and industry best practices in fundraising and philanthropy.

Qualifications

- Bachelor's degree in a related field required; advanced degree preferred.
- 5+ years of progressively responsible experience in fundraising, advancement, or development, ideally in an independent school or higher education environment.
- Demonstrated success in major gift solicitation and meeting or exceeding fundraising goals.
- Strong relationship-building and networking skills across diverse constituencies.
- Excellent written, verbal, and interpersonal communication skills.
- Proficiency with donor databases/CRM systems and Microsoft Office Suite.

- Ability to manage multiple priorities with professionalism, discretion, and attention to detail.

Desired Characteristics

- Deep appreciation for and commitment to independent school education and the school's mission.
- Entrepreneurial, innovative, and strategic thinker with a growth mindset.
- Highly organized, collaborative, and able to inspire and mobilize volunteers and colleagues.
- Skilled storyteller and advocate who can effectively represent the school in the broader community.
- Energetic, approachable, and authentic leader who thrives in a fast-paced, relationship-driven environment.

About The School

Our school is a non-profit, independent private school located in the East Valley, serving students from toddler through 8th grade. Our mission is to foster academic growth and achievement in every student, develop the whole child, and prepare students for future success.

The school emphasizes innovative teaching, individualized learning, leadership development, and strong community partnerships. Families, faculty, alumni, and friends of the school play an integral role in sustaining the excellence and opportunities that define the school experience.

Salary Range: \$75-95K

Please send resume and inquiries to Katie Savoy at katie.savoy@summitschoolaz.org