



**Lake Tahoe School**  
**Director of Development**

Lake Tahoe School (LTS) is a Pre-K through Eighth Grade School located in Incline Village, Nevada. From its founding in 2001, the school has remained rooted in the founding vision of an educational community focused on honoring the individual creativity and passion inherent in every child, to nurture disciplined minds, strong character, healthy bodies, and creative spirits among all LTS students. Lake Tahoe School is accredited by The Northwest Association of Independent Schools (NWAIS) and is a member of the National Association of Independent Schools (NAIS).

Please visit our website: [www.laketahoeschool.org](http://www.laketahoeschool.org).

Lake Tahoe School is seeking a full-time **Director of Development** to oversee a development program that raises over \$1,000,000 annually. Lake Tahoe School is a small school – 140 students PK-8 – and the Director of Development will be the primary person responsible for the school's fundraising efforts. This position is a new position for the school with all of the requisite challenges and opportunities inherent in reestablishing the role. Reporting directly to the Head of School, the Director of Development is a member of the school's Administrative Team and serves on various school committees, all in support of the school's programs and policies. The position is full-time, fully benefited, and will start July 1, 2019.

**Position Details:**

- Responsible for leading Lake Tahoe School's advancement program as adopted by the Board of Trustees and directed by the Head of School
- Leads Lake Tahoe School's annual fundraising campaign
- Oversee management of capital and major gift campaigns, including case statements, brochures, solicitations, and website
- Create and communicate the School's Planned Giving program
- Manage donor appreciation and acknowledgement, including annual report
- Build relationships with major donors, other school constituents, and the larger Tahoe Basin community
- Experience with donor management software
- Conduct prospect research
- Lead foundation relationships and grant writing
- Supervise alumni relations
- Manage development events
- Attends appropriate Board and committee meetings

**Qualifications:** Bachelor's Degree or higher, 3-5 years minimum prior experience in the development field, experience in independent schools or the non-profit sector, marketing experience helpful, cooperative nature, and enthusiasm for working in a small school

environment. Experience working in the Tahoe Basin or similar communities/regions is preferred.

**How to Apply:** Applicants submit **a cover letter and resume** to the Head of School, Robert Graves: [bob.graves@laketahoeschool.org](mailto:bob.graves@laketahoeschool.org).