



Director of Development Job Description

The Girls' School of Austin is a private K-8 school located in the historic Tarrytown district of Austin. Founded in 2002, the school brings together a diverse student body with a strong emphasis on creativity, community building, collaboration, and problem solving. Programs in Spanish, visual and performing arts and music are offered at all grade levels. Significant use is made of the artistic and natural resources in Austin and the surrounding area. The school community recently completed its first capital campaign, and the newly reconstructed campus won a 4-star rating with the City of Austin in the Austin Green Building program.

The position:

The School seeks a creative, energetic, organized fund-raiser with excellent communication and technology skills to manage the annual fund, special events, cultivate and solicit major gifts, and coordinate all other development and “friend-raising” functions. The Girls' School is a small school, as such, the director of development has primary responsibility for all fundraising activities on campus and is assisted by the head of school, trustees and parent volunteers.

Responsibilities:

- Coordinate all fundraising efforts on campus, including the annual campaign and the spring Gala.
- Manage all aspects of fundraising including donor follow up.
- Create a strong sense of community on campus that is united around supporting the activities of the school. This includes volunteer recruitment and management.
- Maintain the content of development pages of the GSA website to promote the School's online presence
- Work with the head of school to develop donor relations and, ultimately, solicit donations.
- Work with the admissions director to develop alumnae programs and follow up.
- Maintain the development databases and other necessary supporting documentation.

- Organize, oversee, attend, and in all ways champion and support our friend-raising events which currently include the annual fall back-to-school party, Grandparents Day, a book fair, and the spring gala.
- Promote events internally and externally.
- Develop a parent education program around fundraising (currently the class agent program).

Qualifications:

- Prior successful fundraising/development experience is a plus.
- A bachelor's degree or higher is required, master's degree preferred.
- Experience developing and maintaining an online presence is desirable.
- Experience with development software, auction software and a database are desirable.
- Attention to accuracy, confidentiality, details and deadlines is required.
- Since all of our fundraising efforts involve working with other GSA staff and groups of parents, the development director must work well in groups.
- Strong writing and speaking skills are required.

Compensation:

The Girls' School offers a competitive benefits package. Compensation is based upon experience.

Send resume, application, and cover letter to:

Lisa Schmitt
Head of School

Email: lschmitt@thegirlsschool.org

Desired Start Date: 1 October 2018