

# Development Director, Private Pre K - 8 School

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## Director of Development at the Armenian Sisters Academy (ASA)

The Armenian Sisters Academy, a 50 year old private day school in Radnor, Pa, is seeking a hard-working, creative, and intuitive full-time Director of Development with strong organizational, lay leadership management, communication, and grant writing skills. The Director is responsible for building and executing the annual development plan, overseeing and creating various annual digital appeals with collateral materials, managing the annual campaign solicitations and benchmarking process, and growing the major gifts program. She or he also is responsible for running special events, some in collaboration with lay leadership committees and some internally.

Based in Christian values, ASA provides a safe, caring, and supportive learning environment where each child is empowered to reach their full potential.

## Director of Development

The Director of Development is responsible for planning, organizing, and directing all of ASA's fundraising efforts including: an annual fundraising plan, a major gifts program, donor cultivation receptions and the annual school gala (POSH) event, various digital appeals throughout the year, providing timely reports for the board of directors, and spearheading the school's annual grassroots fundraising campaigns

The Director will also be charged with developing new and innovative fund raising ideas that can be implemented within the next 12 months.

The Director works closely with the principal and vice-principal, board of directors, committee chairs, and other working groups as needed.

### QUALIFICATIONS:

- Must embrace the mission of ASA and be able to speak and write articulately on its behalf
- Liaise with parents, major donors, staff, and volunteer-parents, and prospects in a professionally mature manner and using discretion when necessary.
- Experience in campaign planning, implementation and completion. Strong interpersonal and writing/editing skills with the ability to create collateral for the annual or capital campaign and liaise with mail house, printer, designer, and the Communications Committee
- Strong writing and communication skills that express gratitude and the impact of donor giving
- Preferable to be adept at using Constant Contact for e-blasts and digital appeals
- Preferable to be adept at using CRM database management tools such as Sales Force

- Have knowledge and experience in fundraising techniques, particularly major gifts solicitations, creating donor-centric communications, and tactfully working alongside dedicated lay leadership
- Possess the skills and positive attitude to work with and motivate staff, board members and other volunteers to participate in our grassroots campaign, annual campaign, and to donate
- Have the desire to get out of the office and build external relationships
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls
- Be organized and exhibit “follow through” on tasks and goals
- Display a positive, cool and collected attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Demonstrated project management and prioritization skills with the ability to manage multiple projects/campaigns in a fast paced environment, sometimes with competing deadlines.
- A bachelor’s degree required
- 5 years minimum experience in professional fundraising

#### ACTUAL JOB RESPONSIBILITIES:

1. Meet and reach out to prospective donors and supporters on a continual basis to establish effective communications and build relationships with them.
2. Grow a major gifts program including identification, cultivation, solicitation, and stewardship of major donors.
3. Provide updates and monthly reporting to the Board of Trustees and Annual Campaign Chairs
4. Oversee grant seeking including research, proposal writing, and reporting requirements.
5. Create a “Grandparents Association” that includes several annual events for ASA grandparents and their grandchildren and ensure that the association develops into a cultivation and fundraising tool. Engage and meet regularly with Grandparents in order to formalize this association.
6. Create a fully engaged “ASA Alumni Association” that includes several annual events for ASA alumni and ensure that the association develops into a cultivation and fundraising tool.
7. Direct the annual campaign program: including annual direct mail, several digital appeals throughout the calendar year, and work closely with Annual Campaign Chair to map out solicitation strategies, train/prep campaign ambassadors for solicitations.
8. Must be able to maintain and oversee department budget.
9. Direct pending Capital Campaign strategy, create all collateral materials.
10. Supervise development assistant and that all gift processing and tax-receipt / acknowledgement process is running smoothly
11. Coordinate several annual special events including POSH, a new series of grandparents visiting days, and year-end grassroots fundraising initiative with culminating community-wide event.
12. Regularly conduct prospect research.
13. Work closely with the principal and vice-principal, board chair, committee chairs, and several senior school administrators.
14. Staff and prep all Fund Development Committee meetings.
15. As a member of the school’s senior administration, participate in administrator meetings about school policy, growth, and provide thoughtful input in collaboration with colleagues.
16. Oversee creation of publications to support fundraising activities, ie: brochure, web content, solicitation “deck” for campaign ambassadors to use when reaching out
17. Provide any training/guidance to campaign ambassadors in their solicitations/outreach necessary
18. Demonstrate professional conduct at all times.

19. Perform other related duties as requested.
20. Preferable to be proficient with MS Excel and Sales Force

School year hours are M-F 8:30 – 4:30 pm. Additional evening & weekend hours for event coverage & meetings if needed.

Twelve month salary commensurate with experience

Benefits include: health insurance, tuition discount, sick/personal/vacation time, all Christian and Armenian holidays, and school breaks off (except summer)

Kindly submit cover letter and resume to: Sister Emma Moussayan at [SisterEmma@asaphila.org](mailto:SisterEmma@asaphila.org)