



CONFIDENTIAL JOB DESCRIPTION

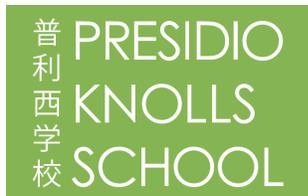
**DIRECTOR OF DEVELOPMENT
PRESIDIO KNOLLS SCHOOL**

SAN FRANCISCO, CA

COOK SILVERMAN SEARCH

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ABOUT PRESIDIO KNOLLS SCHOOL

Founded in 2008, Presidio Knolls School has grown rapidly since its start as a two-room preschool, establishing a unique position in Bay Area's independent school community through its blend of progressive education and Mandarin immersion. Today, the school enrolls 320 students in preschool through fifth grade, and will continue to add one grade per year until 2020, when there will be a full preschool through eighth grade program.

For more information on Presidio Knolls School, please visit www.presidioknolls.org.

POSITION OVERVIEW

The Director of Development is a new position at Presidio Knolls. The position requires someone with extensive development experience and an entrepreneurial spirit.

REPORTING RELATIONSHIPS

The Director of Development reports to the Head of School. The position will serve as a member of the Senior Management Team and will have the support of a shared administrator.

PRIMARY RESPONSIBILITIES

- Create and implement a comprehensive development plan that outlines the processes, events, and campaign strategies that will be used to achieve the school's long-term and annual goals.
- Develop a Capital Campaign plan, in coordination with the Board of Trustees' Fundraising Committee that including identification, cultivation, solicitation strategies and stewardship of new and existing donors.
- Instill a culture of philanthropy throughout the school and its stakeholders.
- Implement a program to identify, cultivate, solicit and steward individual major gift prospects and donors in support of the PKS Red Envelope Annual Fund.
- Research and qualify donors by levels, and create attainable fundraising goals for all donors.
- Build and maintain relationships, as appropriate, with strategic leaders, the Board of Trustees, Board Committees, and other volunteer leadership for the continuous stewardship of major gifts.

- Partner with the Business Office, Admissions, and Registrar to maintain and manage donor research, gift accounting and acknowledgment, pledge collection, and creation of financial and other records that support Development initiatives.
- Publish regular financial reports that reflect activity and performance.
- Cultivate new and existing donors through special events.
- Serve as a member of the School's senior management team.
- Embrace the mission, vision, values and pedagogy of PKS in order to serve as a knowledgeable and committed spokesperson.
- Work to support the School's goals for diversity, equity and inclusion.
- Perform additional duties as assigned.

QUALIFICATIONS

- Bachelor's degree required, advanced degree or fundraising certification preferred
- Minimum of seven years demonstrated fundraising experience in progressively challenging positions
- Proven Capital Campaign experience and success
- Demonstrated success with Parent's Fund, Alumni Fund and Friends' annual fund campaigns
- Excellent leadership, organizational, analytical and entrepreneurial skills
- Ability to actively engage senior staff and volunteers (Board members, parents and alumni) in solicitation and cultivation activities
- Experience designing and implementing comprehensive fundraising plans including those with capital campaigns
- Proficiency with donor databases, InResonance preferred
- Ability to work independently, as a member of a team, and as a leader of multi-functional and diverse teams
- Excellent interpersonal and communication skills
- Knowledge of Chinese language and culture is not required, but would be an asset
- Commitment to and passion for the mission of Presidio Knolls School

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at apply@cooksilverman.com.

All applications and inquiries will receive a response and be kept strictly confidential.

Presidio Knolls School is an Equal Opportunity Employer.