



CONFIDENTIAL JOB DESCRIPTION

**DIRECTOR OF DEVELOPMENT
NEW ROADS SCHOOL**

SANTA MONICA, CA

COOK SILVERMAN SEARCH

336 Bon Air Center, Suite 300
Greenbrae, CA 94904

www.cooksilverman.com

new roads school

ABOUT NEW ROADS SCHOOL

New Roads School provides an inspired college preparatory program from which an authentically diverse student population, mirroring the rich diversity of Los Angeles, develops a personal dedication to learning, a respect for independent thinking, and an expanding curiosity about the world and its people.

At New Roads School education is an active and ongoing quest to develop the habits of mind, character, awareness and participation that will allow young people to thrive as they begin to take a larger role in making their communities and their world. New Roads' commitment to this quest is manifested in the genuine diversity of the school community. New Roads fully and intentionally reflects the mosaic of cultures, backgrounds, and beliefs that make up Los Angeles in the 21st century.

For more information on New Roads School, please visit www.newroads.org.

POSITION OVERVIEW

The Director of Development is responsible for creating and implementing a comprehensive, sustainable and successful fundraising program.

REPORTING RELATIONSHIPS

Position reports to the Head of School and manages a talented staff of four, including a Director of Annual Fund and Outreach, Database and Research Manager, Development and Communications Coordinator (shared) and one open position.

PRIMARY RESPONSIBILITIES

- Establish fundraising goals for each year, in concert with the Head of School, CFO and Board Development Committee.
- Design and implement a comprehensive development program which engages a culture of philanthropy to build a sustainable resource rich organization.
- Create and maintain a major gifts pipeline of prospects and donors capable of giving \$5,000 or more annually.

- Work in partnership with the Head of School, Development staff and Board of Trustees to define New Roads School's fundraising goals and direction.
- Cultivate new prospective donors through a comprehensive engagement program.
- Collaborate with the Board to help advance trustees in their fundraising efforts.
- Update the Head of School and Board of Trustees on key metrics regularly, using data-driven analytical reporting.
- Partner with the Head of School and Board members in the solicitation of major gifts, participating as appropriate.
- Oversee and help advance the New Roads Fund – annual giving program.
- Build and maintain a robust planned giving program.
- Build and maintain a corporate/foundation giving program.
- Oversee a successful and engaging events program.
- Manage the endowment in collaboration with the Chief Financial Officer.
- Represent the school to various constituencies in accord with the school's mission, vision, values, and plans.
- Supervise, manage, and annually evaluate all members of the Development team.
- Establish, maintain, and periodically evaluate all Development policies, procedures, structures, communications, and documents in accordance with best practices in the field.
- Attend and support school events and activities on a regular basis.
- Employ best practices in fundraising, data maintenance, capital campaign planning, communications and all Development operations.
- Work collaboratively and creatively with Parent Association and key constituencies, including Board members, alumni, alumni parents, former board members, grandparents, friends, community members.
- Attend meetings of the Board of Trustees to report on Development activities; serve as the administrative liaison to the Board Development Committee; educate and engage the Board of Trustees to participate in fund development; serve on or attend other Board committee meetings as required.
- Participate in at least one conference for professional development annually (ISANNE, CASE, Blackbaud Conf., etc.).

QUALIFICATIONS

- Seven plus years of progressively challenging fundraising experience with demonstrated results, preferably in an educational environment
- Proven successful experience managing both high functioning teams and multiple, simultaneous projects
- Experience managing capital campaigns preferred
- Proficiency with information technology including Microsoft Office Suite and Raiser's Edge
- Bachelor's degree required

- Flexibility, sensitivity, diplomacy and the outstanding interpersonal skills necessary to work collaboratively with multiple constituencies required
- Excellent written and verbal communication skills as well as attention to detail required
- Communicates directly, even if message is difficult
- Strives for sustainability, beyond her/his personal tenure
- Proactive, continually looking for ways to avert problems and improve systems
- Always approaches challenges with a problem solving, forward thinking, flexible mindset – asks for help
- Maintains calm demeanor in the midst of challenge
- Demonstrates trustworthiness in dealing with confidential matters
- Dedication to the mission of New Roads 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.

New Roads School is an Equal Opportunity Employer.