



Director of Development

Presidio Knolls School seeks an experienced and dynamic Director of Development.

About Presidio Knolls School

Founded in 2008, Presidio Knolls School (PKS) 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.

The highly engaged parent community at PKS is seen as one of the school's greatest strengths. Current fundraising efforts include the annual Red Envelope campaign, with 100% support from school families, raising over \$435,000 in 2017; and a Capital Campaign that has delivered \$15 million in new pledges within the last 5 years. The current Capital Campaign aims to raise \$18 million.

As it enters this next stage of growth with the launch of the Middle School in 2018, Presidio Knolls School seeks an experienced and dynamic Director of Development to strengthen a culture of philanthropy in order to complete the campus master plan and establish a sustainable stream of annual funding. This is a full-time position. Salary is competitive and commensurate with experience.

Duties & Responsibilities

- Prepare 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. This plan will be presented to, and approved by the Board of Trustees.
- Develop a Capital Campaign plan, in coordination with the Board of Trustees' Fundraising Committee that includes identifying potential donors both within and outside the school community, cultivating potential donors, stewarding current and prior donors, and establishing achievable goals over the next three to five years.
- Implement a program to identify, cultivate and solicit individual major gift prospects in support of the PKS Red Envelope Annual Fund, qualify donors by levels, and create goals for stewardship of all donors.
- Build and maintain relationships, as appropriate, with strategic leaders, the Board of Trustees, Board Committees or other 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 reports that reflect activity and performance.
- Embrace the mission, vision, values and pedagogy of PKS in order to serve as a knowledgeable and committed spokesperson.

- Perform additional major donor activities as may be required, and other duties as assigned.

Qualifications

- Bachelor's Degree.
- Minimum of five years demonstrated experience in major or planned gift fundraising.
- Demonstrated Capital Campaign experience with evidence of success.
- Demonstrated multi-faceted Annual Appeal experience with evidence of success.
- Experience with planning and strategic thinking connected to a mission.
- 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.
- A sense of humor!

Application Process

Letter of interest and resume should be sent by to: employment@presidioknolls.org. Please state the position of Director of Development in the email subject line. Applications will be accepted until the position is filled. We are looking to fill the position by November 2017.

Presidio Knolls School offers equal opportunity to all, is non-discriminatory, and encourages candidates with diverse backgrounds to apply.