



The **National Presbyterian School (DC)** seeks a new **Director of Development** by September 1, 2021. The school's mission statement asserts, "***At National Presbyterian School, we focus on the foundational decade of childhood to launch lives of purpose and compassion.***" The school embraces and seeks to engender in its students five core values: **Love, Respect, Honesty, Responsibility, and Safety**. A 300-student, independent, co-educational elementary school (Nursery through 6th Grade), NPS seeks to promote a lifelong love of learning so that its graduates can enrich their communities and the world.



The school has retained **Big Back Pack** to lead a national search for its next **Director of Development**. For more information, contact Hacker Burr at hacker@bigbackpack.org.

The Position

Reporting to the Head of School, the Director of Development is responsible for providing innovative and strategic leadership for institutional fundraising and alumni affairs. The Director articulates all fundraising strategies, participates in the identification, cultivation and solicitation of prospects; oversees all development events and activities and acts as a liaison for the school and the community. The Director of Development serves on relevant Board of Trustee committees, and takes responsibility for managing the school's strategic initiatives as they relate to funding priorities. The Director will be responsible for overseeing a team of three other Development staff, as well as coordinating between other departments at the school (e.g. Finance, Marketing and Communications, Admissions).

Successful candidates will have measurable experience in fundraising as well as demonstrated leadership in a strategic role. In its next Director of Development, NPS is looking for a professional who serves as a true team player, has a high level of expertise, manifests excellent communication skills, and possesses an ability to garner support of the school from various constituencies.

Core Responsibilities and Areas of Oversight

- Oversee and manage all fundraising efforts of the school, including major giving, annual giving, the school auction and other events
 - Manage foundation and corporate support, planned giving, and capital campaigns
 - Strengthen and cultivate endowment fundraising and work with school leadership and Board of Trustees to refine policies and implement strategies related to endowment
 - Develop and implement strategic fundraising plan with the Development Office, Head of School, Development Committee and Board of Trustees
 - Steward donor relationships and work to identify and cultivate new ones; conduct data analysis as well as ongoing and ad hoc surveys and competitive market research
 - Manage constituent events, relations and outreach for current parents, alumni, parents of alumni, grandparents, former trustees, and volunteers, and help coordinate and support Parent Association events, budgets, and gifts to the school
 - Manage day-to-day operations, lead the Development Office staff, provide budgeting oversight, and ensure proper processing of all school gifts
 - Support the school and its leadership by embracing the NPS Mission and Philosophy, and adhering to all school policies and procedures
 - Perform other duties as assigned by the Head of School
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Core Qualifications and Credentials

Candidates should possess the following requirements and skill sets:

- Possesses a minimum of a Bachelor's degree in a relevant discipline, with a Masters degree preferred
- Fundraising experience, preferably in an independent school, and/or in sales and marketing
- Demonstrated success in cultivating and soliciting major gifts from individuals, corporations, and foundations
- Experience working with endowment, planned giving, and capital campaigns
- Facility with preparing and managing a budget
- Technology proficiency, including Microsoft Office and fundraising and database software
- Special event planning knowledge
- Excellent writing, editing, and communicating skills
- High degree of integrity, discretion, and trustworthiness
- Excellent organization skills, with a demonstrated ability to think strategically, resourcefully, and creatively
- Professional demeanor and presentation

Opportunities for the new Director of Development

- Work as part of strong school administrative team and engaged Board of Trustees
- Launch and lead the school's next Capital Campaign
- Develop new sources of revenue, such as planned giving
- Foster a culture of philanthropy around endowment and major gifts, and guide messaging regarding long term sustainability
- Further the strong foundational growth of the school by identifying and pursuing areas of focus that support the school's mission and strategic goals
- The Director of Development will be encouraged to bring new ideas on a range of issues, and will serve both as a key advisor to the Head of School and as an important liaison with various school leaders and departments

Working at National Presbyterian School

National Presbyterian School abides by all applicable federal, state, and local laws pertaining to nondiscrimination and fair employment practices. The school is committed to employment and personnel policies and practices that provide equal opportunity to all qualified persons and assures that there will be no unlawful discrimination against any individual on the grounds of race, color, age, religion, sex, marital status, pregnancy, national origin, ancestry, sexual orientation, gender identity or expression, handicap, disability, veteran status, political affiliation, use of family/medical leave, HIV/AIDS diagnosis, genetic information, matriculation or other protected category under applicable federal, state, or local law, including perceived inclusion in any of the protected classes. This policy applies to procedures followed during recruiting, selecting, training and continuing education, promoting, and all other personnel actions and conditions of employment such as compensation, benefits, school-sponsored training, social and recreational programs, and disciplinary measures.

To Apply

Interested and qualified candidates should submit electronically in one email and as **separate PDF documents** the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé
- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

All materials should be sent via email to:



Hacker Burr
Senior Search Consultant
Big Back Pack LLC
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