



Westchester Country Day School (NC) seeks a new Director of Development. Big Back Pack is assisting the school in recruiting candidates for this national search. For more information, contact Hacker Burr at hacker@bigbackpack.org.



The Position

Westchester Country Day School (WCDS), a PK-12 independent college preparatory school, is seeking an experienced Director of Development. The Director of Development is responsible for planning, organizing, and directing all of WCDS's fundraising, including the major gifts program, annual fund, planned giving, special events and capital campaigns. The Director works closely with the Head of School and Board of Trustees in all development and fundraising endeavors. This 12-month, full-time position reports to the Head of School and supervises the Assistant Director of Development and Alumni Relations.

The Qualifications

This position requires a bachelor's degree and 7-10 years of experience in professional fundraising, ideally in an independent school or college setting. Candidates must have the ability to work occasional evenings and weekends, as needed.

This position also requires demonstrated success in:

- Extensive organizational and people skills with experience in working independently.
- Enthusiasm for the [school's mission](#) and ability to share that excitement with others.
- Ability to communicate verbally and in writing.
- Desire to build a small and highly motivated volunteer team that can help meet

the financial vision of the school.

- Budget management
 - Proficiency in computer skills and using Microsoft Office programs, especially Microsoft Excel.
 - Proficiency in database management (experience with Veracross or similar software preferred).
 - Excellence in organizational and managerial skills in a non-profit. ● Passion for working with a wide range of individuals from diverse backgrounds, including colleagues, faculty, parents, alumni, alumni parents, and grandparents.
 - Familiarity with the community of High Point and the Piedmont Triad is preferred but not required.
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The General Responsibilities

- Cultivate a culture of giving and gratitude across all constituencies and socio-economic strata.
 - Establish and execute forward-thinking development/advancement and strategic programs that optimally grow the annual, major, and capital campaigns; legacy gifts; and planned giving.
 - Oversee all aspects of the development program, including fundraising, leading the annual giving program, guiding the capital campaign, soliciting corporate and foundation grants, and planning and managing special development events.
 - Enhance existing relationships while building new relationships, systems, and programs that further tap into the generosity and resources of the community. ● Nurture and maintain a highly collaborative relationship with the head of school, the board chair, and individual board members, supporting them in all their fundraising responsibilities, and accompanying them on donor visits when appropriate.
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The Specific Responsibilities

- Oversee \$25 million capital campaign and all related events, activities, and

reporting, as well as oversee the Campaign Steering Committee.

- Develop strategic cultivation and annual solicitation programs specifically targeting parents, grandparents, alumni, faculty, staff and past parents.
- Serve in leadership as a member of the school's administrative team.
- Collaborate with the Admissions Office and the Communications and Marketing Office on public relations initiatives and the production of fundraising-related communication materials to expand and enhance the school's visibility and reputation.
- Collaborate with the Assistant Director of Development and Alumni Relations to strengthen relationships with the school's alumni and alumni parents, and further develop alumni programming.
- Spearhead the Blue and White Gala, the annual fundraising gala/auction.
- Serve as the liaison to the Advancement Committee of the Board of Trustees. Develop and oversee donor stewardship efforts to strengthen relationships with past benefactors of the school.
- Identify corporate and foundation funding opportunities and help draft grant applications.
- Maintain a database of all contributors and provide development reports as required.
- Manage the development budget.
- Assist with the coordination of the school's volunteerism efforts.

About Westchester Country Day School

Westchester seeks to educate each child toward moral, academic, artistic, and athletic excellence in a nurturing, family environment where students, teachers, and parents support one another. By respecting the student and honoring learning, Westchester aims to cultivate informed citizens who are ready for a rapidly changing world and to graduate students who view the pursuit and wise use of knowledge as a lifelong joy.

We firmly believe our continued pursuit of excellence demands an emphasis on the values of diversity, inclusion, and belonging. WCDS is committed to creating a climate of respect. We celebrate and recognize that much is learned from many different perspectives and identities in a diverse community. By honoring differences, we build a community of belonging and success for all.

Visit the school's website to learn more - <https://www.westchestercds.org/>

Westchester serves communities throughout the Piedmont Triad region of North Carolina, including Archdale, Colfax, Greensboro, High Point, Jamestown, Kernersville, Lexington, Thomasville, Trinity, Wallburg and Winston-Salem.

Westchester Country Day is an independent co-educational school that welcomes students in grades pre-K through 12 without regard to race, color, religion, gender, sexual orientation, or ethnic group. Westchester does not discriminate in its admission and educational policies, indexed tuition program, athletic and other school-administered programs, or in the recruitment and hiring of faculty and staff. Westchester is an equal opportunity employer.



To Apply

Send a resume, the names and contact information of three professional references with at least two being current or past supervisors, a cover letter detailing your experience and interest in this position to Hacker Burr, Senior Search Consultant, at hacker@bigbackpack.org.