



**Pinewood Preparatory School** (Summerville, SC) seeks a new **Director of Development**

Interested candidates should contact **Dr. Daniel Seiden, Head of School** at [dseiden@pinewoodprep.com](mailto:dseiden@pinewoodprep.com)

**The Opportunity:**

The Director of Development works closely with the head of school, admissions, communications, and the board of trustees. They are responsible for building upon a nascent development program with the potential to cultivate a sustainable culture of philanthropy throughout the school family. The goal of the Director of Development is to design programs of charitable giving that attract diverse donor support to align with the strategic needs of the School. **Responsibilities & Duties:**

- Establish and execute forward-thinking development 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 proposals; creating a strong alumni association, and special development events.
- Identify, research, and spearhead the implementation of a diverse and multifaceted fundraising program to support the school's strategic vision, cultivating a culture of giving and gratitude across all constituencies and socio-economic strata.
- Collaborate with the admissions office on PR initiatives and the marketing and communications office to create/produce fund raising-related communication materials to expand and enhance the school's visibility and reputation.
- Identify corporate and foundation funding opportunities and help draft grant applications.
- Strengthen relationships with the school's alumni and further develop alumni programming.
- Personally solicit major donors.

- Enhance existing relationships while building new relationships, systems, and programs that further tap into the generosity and resources of the community.
- Maintain a database of all contributors and provide development reports as required.
- Manage the development budget.
- Leverage enthusiasm from volunteers.
- 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.
- Other Duties

The Director of Development is expected to attend major school events, which may be scheduled at times other than the standard academic school day. They would work closely with the Head of School to determine coverage needs based on the calendar of events.

### **Core Qualifications and Credentials:**

Bachelor's degree

3+ years of experience in the nonprofit sector and in fundraising

Independent school experience preferred

Proven success in directly soliciting and closing charitable gifts

Strong interpersonal skills and ability to work with all the school's constituents while maintaining strict confidentiality

Excellent verbal and written communication skills

Strategic thinker with a positive approach to challenges

Passionate about working with a wide range of individuals from diverse backgrounds

Knowledge of fundraising data software and database management software

Experience working with and motivating volunteers and staff members

### **To Apply**

Qualified candidates who are interested in applying should submit the following materials electronically as separate documents (preferably PDFs) **in one email**:

A one-page cover letter expressing interest in this position

A current resumé

A list of three professional references with name, phone number, and email address (references will be contacted only with prior candidate approval)

All materials should be sent in one email to:

Dr. Daniel Seiden, Head of School at [dseiden@pinewoodprep.com](mailto:dseiden@pinewoodprep.com)

The School embraces a doctrine of fairness and nondiscrimination in its employment processes and every aspect of school life. Pinewood is an Equal Employment Opportunity/Drug-Free Work-Place and is committed to building a diverse community dedicated to the individual academic, social, and emotional needs of every student. The School seeks passionate professionals with teaching experience in their field, who are willing to work hard and to share in the full life of the school, both in the classroom and beyond.