



## NORTHWEST ACADEMY

### **Development Director**

Northwest Academy is a progressive, independent middle school and high school located in downtown Portland. We emphasize creativity, student-centered classrooms, and high expectations. We value an inclusive, caring culture that supports and challenges students, that is sensitive to their developmental needs and challenges, and that ultimately guides students to celebrate their burgeoning independence and individual spirit.

We are seeking a Director of Development to begin immediately. Reporting to and in partnership with the Head of School, the Development Director will spearhead development efforts, including the execution of the annual fund, the major gifts program, foundation relations, event management, and community building.

### **Responsibilities**

The director of development will:

- Cultivate a culture of giving and gratitude—as well as a culture of gracious asking—across all constituencies and socio-economic strata.
- Establish and execute forward-thinking development and strategic advancement programs that grow the annual fund and major gifts and foundation grant programs.
- Oversee all aspects of the development program, including fundraising, leading the annual giving program, guiding future capital campaigns, soliciting corporate and foundation grants, and planning and managing special development events.
- 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.
- Collaborate with the admissions and marketing office on PR initiatives to create/produce fundraising-related communication materials to expand and enhance the school's visibility and reputation.
- Strengthen relationships with the school's alumni and alumni parents, and further develop alumni programming.
- Serve as the liaison to the Institutional Advancement Committee of the Board.
- Develop and oversee donor stewardship efforts to strengthen relationships with past benefactors of the school.
- Maintain a database of all contributors and provide development reports as required.
- Manage the development budget.

- Coordinate the school's volunteer efforts.

## Qualifications

- BA (required), MA (a plus).
- Five years working in development, ideally in an independent school or college setting.
- Demonstrated excellence in organizational and managerial skills in a non-profit setting.
- Superior communication skills, especially in writing.
- A passion for the mission of Northwest Academy.
- A passion for working with a wide range of individuals from diverse backgrounds - colleagues, faculty, parents, alumni, alumni parents, grandparents.
- Extensive knowledge of fundraising data software and database management software.
- Experience working with and motivating volunteers and staff members.
- Familiarity with the local community.

## Compensation

- Competitive and commensurate with experience.
- Medical, retirement, and remission benefits.

*Northwest Academy is an equal opportunity employer and is committed to welcoming and celebrating a diverse student and staff population. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of the school that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's contribution and assistance in helping us maintain equal employment opportunity.*