



DIRECTOR OF DONOR RELATIONS

About Us

The Children's House and Compass Junior High offer a Montessori learning environment that supports and respects the development of each unique child and nurtures them to become independent, curious, confident, lifelong learners who strive to contribute to their communities and the greater world.

Our commitment to developing lifelong learners also extends to our faculty and staff. We embrace Maria Montessori's belief that every person is born with the ability to achieve their full potential, and we work to create a professional culture that empowers each member of our team.



THE CHILDREN'S HOUSE
Montessori School



COMPASS
Montessori Junior High

About You

Believing that a Montessori education prepares children for lives of purpose, you're excited to invest donors in our mission. You're a natural connector and a gifted communicator who can engage stakeholders in our educational philosophy. As a fundraising professional, you understand the scope of philanthropy (annual giving, corporate and major gifts, grants, campaigns, alumni and volunteer relations) and its impact on our mission. Strategy, creativity, and collaboration are your strengths, and you use them to nurture the growth of our fundraising program.

YOUR RESPONSIBILITIES

Strategic Leadership

- Leading the strategic growth of fundraising opportunities
- Preparing a fund development work plan
- Providing leadership and management of fundraising campaigns
- Tracking, measuring, reporting, and meeting fundraising goals
- Providing leadership and fundraising strategy to the Head of School and Board of Directors
- Diversifying and building the organization's philanthropic revenue model



Annual Giving

- Establishing and maintaining the annual giving calendar
- Support bulk mailings including appeals, annual reports, and e-blasts
- Collaborating with team members to create written development materials
- Maintaining the integrity of data collection systems used to track and cultivating donors including our donor database and wealth screening tools
- Identifying, researching, and managing grant opportunities

Major Gifts

- Researching, building, and managing a pipeline of current and prospective supporters
- Creating, inspiring, and nurturing funder relationships
- Leading each step of donor cultivation, including identification, qualification through research, relationship-building, briefing, request for support, follow-up, stewardship and recognition
- Documenting all activity in the CRM software in a timely and accurate manner regarding donor interactions
- Supporting special events through effective relationship development





Your Qualifications

- B.A./B.S. degree (required)
- 2-5 years of nonprofit experience (preferred)
- Superior oral, written, and organizational skills
- Demonstrated fundraising experience, including securing major gifts from donors, corporations, foundations, or annual giving (preferred)
- 3-5 years of fundraising experience (preferred)
- Ability to efficiently manage portfolio of donors and generate significant number of contacts and visits
- Exceptional interpersonal skills and the ability to listen actively and to communicate effectively in writing and in person
- Ability to build relational rapport with a variety of people
- Available to work occasionally on weekends and evenings
- Proficiency and experience with a donor software (preferred)

Your Credibility and Expertise

- You have a track record of cultivating, soliciting, and closing on new major gifts (preferred).
- You are resourceful and creative in your ability to generate philanthropic revenue.
- You are experienced and understand the entire scope of fundraising: annual giving, major and corporate gifts, grants, sponsorships, utilization of volunteers, CRM software, online fundraising, and written and auditory communication (preferred).

Our Benefits

- 401(k) with employer match
- Health insurance and health savings account
- Dental insurance
- Vision insurance
- Life insurance
- Paid vacation time
- Educational and professional development opportunities
- Tuition discount
- Additional wellness benefits

To Apply

Please [click here](#) to apply (preferred) or send your cover letter and resume to info@solventgrp.com with the subject: The Children's House Director of Donor Relations.

For questions or a conversation to learn more, please contact Anthony Rupard, Principal at The Solvent Group, at anthony@solventgrp.com.