



HYDE PARK DAY SCHOOL

JOB DESCRIPTION

Position Title: Development Director	Department: Development
Reports to: Executive Director	FLSA Designation/WC Type/Employment Type: Exempt/Salary/Full-Time

POSITION SUMMARY:

The Development Director at Hyde Park Day School is responsible for overseeing and executing the school's comprehensive development strategy, including fundraising, donor relations, alumni relations, and marketing/communications. This leadership position plays a critical role in enhancing the school's visibility, expanding the donor base, and securing financial support to sustain and grow the school's mission of preparing students with learning disabilities for successful transitions into mainstream schools. The Development Director will manage a dynamic team, including a shared Development Associate (PT), and collaborate closely with faculty, administrators, and volunteers to foster a culture of philanthropy and strengthen relationships with stakeholders.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Lead the development and execution of the school's annual fundraising campaigns, including the Annual Fund, major gifts, planned giving, and corporate sponsorships. Set and meet revenue goals, drive the creation of donor engagement strategies, and manage a portfolio of key individual donors.
- Lead the execution of the capital campaign, now in its early stages, in collaboration with the campaign consultants, Board of Directors, key staff and volunteers and the Executive Director.
- Cultivate, solicit, and steward relationships with donors, including individuals, families, alumni, foundations, and corporations. Ensure personalized and timely follow-up to maintain strong donor engagement and retention. Oversee moves management processes to track and advance donor relationships.
- Develop and implement a comprehensive alumni engagement plan that includes organizing reunions, networking opportunities, and alumni events to foster a lifelong connection with the school. Promote the involvement of alumni as ambassadors and donors.
- Oversee and coordinate major fundraising and community-building events, such as the annual gala, auctions, donor recognition events, and other special initiatives. Collaborate with volunteers, staff, and board members to ensure successful event execution.
- Supervise and provide guidance to the Development Associate and other team members. Set clear goals, offer professional development opportunities, and ensure the team is aligned with the school's development objectives.
- Create compelling messaging to create compelling messaging, including newsletters, social media content, and email campaigns. Ensure that communications reflect the school's mission, vision, and values while engaging donors and prospects.
- Manage the School's website
- Manage the Development Committee of the Board of Trustees to help identify new prospects, cultivate relationships, and assist with fundraising initiatives. Regularly update the board on fundraising progress and donor engagement activities.
- Develop and manage the development department budget, ensuring resources are allocated effectively to meet fundraising goals. Track expenses, report on financial performance, and adjust strategies as necessary to achieve fundraising targets.
- Stay informed about trends and best practices in fundraising, donor relations, and nonprofit management. Seek out opportunities for professional growth and contribute to the development of staff and volunteers.



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- Perform other related duties as required to support the school's mission and fundraising goals.

REQUIREMENTS & QUALIFICATIONS

Education/Experience/Certification/Licensure Requirements:

- Bachelor's degree required. Advanced degree or certification in nonprofit management, business, or related fields is a plus.
- A minimum of 5 years of experience in nonprofit development, fundraising, or related fields, with at least 2 years in a leadership or management role.

Skills & Abilities:

- Leadership & Strategy: Strong leadership abilities with the capacity to inspire and manage a team. Proven track record of successful fundraising and donor relations strategy development.
- Communication: Excellent verbal and written communication skills, with the ability to effectively engage donors, volunteers, and school leadership in both formal and informal settings.
- Relationship Building: Outstanding interpersonal skills with the ability to build and maintain relationships with a diverse range of stakeholders, including donors, alumni, parents, staff, and volunteers.
- Event Planning & Execution: Demonstrated experience in planning, organizing, and executing successful fundraising and community-building events.
- Fundraising Expertise: Experience in a wide range of fundraising initiatives, including annual giving, capital campaigns, major gifts, planned giving, and corporate sponsorships.
- Financial Acumen: Ability to develop and manage budgets, track financial progress, and adjust strategies as necessary to ensure fundraising goals are met.
- Technology Proficiency: Strong proficiency in Microsoft Office Suite. Familiarity with fundraising software (e.g., Raiser's Edge, DonorPerfect), website management tools (e.g., WordPress), and email marketing platforms (e.g., Constant Contact).
- Confidentiality & Discretion: Demonstrated ability to handle sensitive information with discretion and professionalism.
- Organizational Skills: Exceptional attention to detail and ability to prioritize and manage multiple projects in a fast-paced environment.

SALARY, BENEFITS & WORKING CONDITIONS

- Salary is commensurate with experience.
- Comprehensive benefits including individual and family medical, dental, vision, paid vacation, paid sick leave, paid holidays, company-paid short-term and long-term disability insurance, company-paid basic life and AD&D insurance, a 403(b) retirement plan with Roth option, FSA, HSA, an employee assistance program, 529 college savings program, and tuition reimbursement program for continuing studies.
- Working Conditions:
Environment:
 - Most of the work will be carried out in an office environment at a Hyde Park Day School campus. Travel to other campuses or off-site events is required.
 - The role requires frequent interactions with donors, alumni, faculty, parents, board members, and external partners.
 - Occasional evening and weekend work will be required to attend fundraising events, alumni activities, and school functions.



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Physical Demands:

- Occasional lifting of materials, boxes, or event supplies up to 25 pounds.
- Ability to sit for extended periods, stand during meetings or events, and move around during school activities.
- Occasional local travel between Hyde Park Day School campuses may be required.

EEO

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By signing below, you acknowledge that you have received a copy of your job description and requirements for your position with the Company.

PRINT NAME
DATE

SIGNATURE