

Employment Opportunity

The Cambridge School



Position Title **Director of Development**

Location The Cambridge School, San Diego, California

Reports To Director of Advancement

Job Type Full-Time Position

Salary Range \$75,000 - \$100,000 depending on experience

About The Cambridge School

If you're looking for a meaningful vocation that seeks to form young people to live flourishing, eudaemonic lives while collaborating with thoughtful, mission-focused colleagues in an intentional community of faith and learning, The Cambridge School in beautiful San Diego, California, might be just the place for you!

We are a JK-12th grade Classical Christian school that is 18 years old and thriving. We are committed to equipping students to think well, love rightly, and live wisely through an educational model that is rooted in historic Protestantism and the best of the classical tradition. Our mission embodies a dedication to shaping students' affections towards the true, good, and beautiful by providing them with an education that is formative and not merely informative. While this is no easy task in our day and age, together we are faithfully seeking to cultivate wisdom and virtue in our students through our academically-vigorous and spiritually-robust community of faith and learning. If this resonates with you, please go to our school website at www.cambridgeclassical.org to learn more and apply!

Position Overview

The Director of Development involves a range of responsibilities related to creating opportunities for giving, building community relations, and developing overall support to accomplish our mission. This person plays a crucial role in securing the financial resources needed for the school's long-term sustainability. Effective communication, relationship-building, and strategic planning are key skills for success in this position.

Essential Duties and Responsibilities

1. **Community Cultivation:** Identify and cultivate relationships with potential donors, including current families, friends in the community, foundations, alumni and alumni parents.
2. **Fundraising Strategy:** Develop and implement a comprehensive fundraising strategy aligned with the school's mission and goals in coordination with the strategic plan, the Head of School, and the Director of Advancement. This may include annual funds, capital campaigns, alumni relations, and planned giving.
3. **Event Planning:** Organize and manage fundraising events, such as galas, auctions, and donor appreciation events. Ensure these events are well-executed and contribute to the overall fundraising goals and build engagement with our families.
4. **Alumni Relations:** Develop and maintain strong relationships with alumni, encouraging their involvement and financial support. Create programs and events to engage alumni and keep them connected to the school.
5. **Communications and Marketing:** Work closely with the marketing team to develop communication materials that effectively convey the school's mission and fundraising needs.

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Essential Duties and Responsibilities continued

6. Stewardship: Implement effective stewardship programs to acknowledge and recognize donors. Ensure that our community is appreciated and our gratitude is communicated well.
7. Database Management: Maintain accurate and up-to-date records of donors and contributions using a donor management system. Use data to analyze fundraising trends and inform future strategies.
8. Collaboration with School Leadership: Work closely with the Director of Advancement to understand funding needs and priorities. Collaborate on strategies to ensure the financial sustainability of the school.
9. Compliance: Stay informed about relevant laws and regulations related to fundraising and ensure the school's compliance with them.

Requirements

- A bachelor's degree in relevant field such as Business Administration, Marketing, Communications, or a related field is highly preferred.
- In-depth knowledge of philanthropic principles, donor relations, and development best practices.
- Strong verbal and written communication skills are essential for building relationships with donors, alumni, and other stakeholders.
- Ability to network effectively and establish and maintain relationships with potential donors and supporters.
- Commitment to high ethical standards, including confidentiality and transparency in fundraising activities.
- Ability to take initiative, be proactive, and work independently while also collaborating effectively with a team.
- Alignment with the organization's culture and values.

Benefits

- Competitive salary based on experience.
- Attractive benefits package including health options, retirement plans, and more.
- Opportunities for professional growth and development.

How to Apply

Interested candidates are invited to send a letter of interest, resume, and references to careers@cambridgeclassical.org.

The Cambridge School is an equal opportunity employer and welcomes candidates from all backgrounds who agree wholeheartedly with our Statement of Faith and our articulation of our mission.
