



River Middle School – Napa, California

Job Announcement

Position:	Development Director
Status:	Half-time
Hours:	Flexible to be determined with School Director
Reports to:	School Director
Compensation:	\$35,000 annual renewable contract

The Development Director is a relatively new position in an established organization with a strong participatory culture. This is a half-time position that will work with the School Director and Board of Directors to set fundraising goals and objectives, develop sources of funding, be responsible for grant writing and reporting and elevate the presence of River School in the Bay Area. River School desires to continue its reputation as a successful educational program with the highest degree of integrity, professionalism and competence in all its activities. The individual who fills this position will be instrumental in maintaining and advancing that reputation in the community.

This position reports to the River School Director/Principal and has responsibility for raising funds for River School visual and performing arts programs and its implicit curriculum. While the Development Director will support state and federal grant fundraising efforts, the primary focus will be on building and maintaining local and regional support for the school, primarily among individuals and businesses in the local community.

Key Responsibilities:

- Implement and grow an established fundraising plan
- Research, cultivate and solicit local businesses, corporate and foundation sources and prospective individual donors, in coordination with the School Director and the Board of Directors
- Coordinate an effective program for recognition, involvement and stewardship of major and special gift donors as well as for the parent pledge program
- Coordinate and support volunteers in fundraising and donor events
- Coordinate participation of the Board of Directors in fundraising and development activities.
- Research, write and deliver promotional presentations in coordination with the School Director
- Manage and maintain donor database; prepare and present fundraising reports; record and acknowledge all gifts.
- Manage public relations and outreach program and seek out opportunities to be involved in the community to develop relationships that support River School's mission.

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www.riverschool.org

Ideal Candidate Qualifications:

- Bachelors degree or equivalent combination of education and experience
- Preferred minimum of 3 years of fundraising experience including grant-writing
- Ability to articulate the case for support of River School's mission
- A proven track record in soliciting major gifts and grants from corporate, business, government and individual donors, as well as private and community foundations
- Proven team player who has the ability to develop relationships and enjoys working in a collaborative environment with board members, community members, staff, volunteers, students, and parents.
- Experience in event planning and management
- Ability to work independently to develop fundraising proposals and meet deadlines
- Excellent communication, writing, and oral presentation skills
- Highly organized to meet deadlines and expectations
- Creative, multi-tasker, and highly organized to produce results with an eye for details
- Strong commitment to children and education
- Must be familiar with Microsoft Office, Excel, desktop publishing software, donor management software to prepare spreadsheets, maintain donor records, financial transactions, and statistics, including related tasks such as data entry and mail merges
- Familiar with using, or willingness to learn, social media
- Must be able to travel around the region

River School

River School is an award-winning charter middle school in Napa, California. Our purpose is to educate our students to be responsible, respectful self-motivated learners who make positive contributions to their communities by acting for the good of the whole. We are successful in achieving our purpose by providing an educational experience with trusting relationships among students and teachers, project-based integrated learning, and social and emotional learning to create whole, healthy human beings.

Apply to: Linda Inlay, RiverHire@gmail.com. Send letter of interest, resume, and references.

No phone calls, please.