



Job Announcement: Director of Development

The mission of Explorer West Middle School is to empower young people to explore and grow their unique intellectual, ethical, and creative capabilities, and to treasure diversity and growth in others. We offer rigorous academics and a diverse range of enrichment programs in a small, vibrant learning environment. Explorer West opened in 1996 and today enrolls approximately 105 students in the 6th, 7th, and 8th grades. Located in West Seattle, the school's award-winning sustainability and outdoor education programs inspire adolescents to learn how they can positively impact their environment and community. Explorer West graduates become adventurous and confident leaders who flourish, both academically and socially, wherever they go. **We are seeking a Director of Development to join our administrative team to help bring the Explorer West mission to life by leading the School's annual fundraising efforts.**

During the 2020-2021 school year, Explorer West raised over \$265,000 from 240 donors. The current endowment value is over \$3.4M. In a new position for the school, the Director of Development is responsible for designing, implementing, and managing an annual strategic fundraising plan, which includes an annual fund, a spring fundraising event (currently an auction), and endowment campaigns. The Director also ensures the proper maintenance of volunteer and donor records, prudent donor research and cultivation, accurate gift processing and recognition, and partners with the administrative team to produce effective school-wide communication. The Director of Development will report to the Head of School.

This is a .5 FTE role. These hours (approximately 30 hours per week) will be concentrated during August-November and January- April to align with annual fundraising initiatives. Some work may be completed remotely.

Key Duties and Responsibilities

- Ensure that philanthropic efforts are carried out in keeping with Explorer West's values and mission.
- Build relationships with community stakeholders to advance the school's philanthropic goals.
- Collaborate with the Board of Trustees; partner with the Development Committee.
- Oversee the design, production and distribution of school-wide communication as the school prepares to celebrate its 25th anniversary.
- Partner with the Head of School and Board of Trustees to prepare for potential capital campaigns.
- Provide the Head of School and Board of Trustees with regular reports on fundraising progress as they relate to both macro and micro objectives.
- Participate in the daily life of the school; engage with students, families, faculty, and staff in a number of ways.

Annual Giving & Major Gifts

- Create and implement a data-driven strategy and action plan for the fall Annual Fund drive and spring fundraising event, as well as ongoing major gift initiatives.
- Strengthen the culture of philanthropy and grow existing donor base; grow Annual Fund and spring fundraising event participation and total raised.

- Create and execute cultivation, solicitation, recognition, and stewardship plans for individual, corporate, and foundation donors.
- Recruit, guide, and support volunteers engaged in fundraising activities.
- Lead and manage all aspects of the annual spring auction planning and execution.
- Envision, draft, and manage production of print and electronic solicitation materials.
- Perform prompt gift entry, tracking, and acknowledgement of gifts and pledges, including corporate matching and in-kind gifts.
- Identify and prepare grant proposals and associated foundation reporting.

Minimum Qualifications

- Strong support for the Explorer West mission and program, and a demonstrated ability to embody the values that define our school culture: **personal and community responsibility, integrity, creativity and inquiry, confidence, and respect**;
- A warm and engaging personality, an appreciation for (and delight in working in a school environment with) 11- through 14-year-olds, cultural competence, and the ability and desire to connect with all members of a diverse community;
- Bachelor's degree with 4 years non-profit fundraising experience; independent school experience preferred;
- Demonstrated success developing and executing fundraising initiatives, including a capital campaign;
- Excellent written and verbal communication skills;
- Ability to problem solve under pressure and meet tight deadlines;
- Adept at building and retaining authentic relationships with donors and a wide range of community stakeholders; a warm and engaging individual who develops rapport quickly and is a team player;
- Experience leading and managing volunteers;
- Proficient in database management, including querying and reporting from relational databases, Salesforce experience preferred;
- Extremely organized with a close attention to detail;
- Ability to maintain a high level of confidentiality;
- Willingness to flex work hours as needed to meet deadlines and the demands of workflow.

Explorer West offers a competitive salary and excellent benefit package.

Please submit a cover letter and resume via email only with the subject line, "Director of Development" to office@explorer-west.org. PDF format is preferred.

Learn more about Explorer West Middle School: www.explorer-west.org

Explorer West provides Equal Employment Opportunities to all applicants without regard to race, color, religion, sex, gender, gender identity, gender presentation, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with the applicable federal, state, and local laws.