

Scattergood Friends School, Director of Development
Full Time, October 2016

Job Opening:

Scattergood Friends School and Farm seeks a full-time Director of Development to begin employment immediately.

School Description and Mission

Scattergood is in a unique period of growth and development. We are looking for a candidate who is passionate about progressive Quaker education for adolescents in an agricultural setting.

Mission: Scattergood Friends School challenges students with a college-preparatory curriculum, farm experience, a shared work program, and community living in the spirit of Quaker faith.

Established in 1890, Scattergood is an extraordinary Iowa City area college prep boarding and day school known for its progressive academics, organic farm, and restored prairie. It attracts a diverse student body from the Midwest, around the U.S., and many different countries. Visit www.scattergood.org for more information.

Opportunity:

As a member of the senior leadership team, the Director of Development will work closely with team members to create, promote and manage key events and programs, develop communications plans with constituents and news media, and serve as a fundamental driving force to connect alumni and donors to the school. The Director will work in tandem with the School Committee and the Head of School to advance major giving initiatives and support staff in their pursuit of grant funding for programmatic initiatives.

The Director of Development will tell our school's story to Friends and alumni and reach out to new audiences by developing and producing creative publications and fundraising materials, including new media, photo, and video work. This includes copywriting, e-newsletters, social media, website, and alumni web portal management.

The Director will oversee all facets of our Annual Giving program, keeping the donor management database accurate and up to date, carrying through direct mail strategies, managing volunteers, preparing solicitations for donor prospects in tandem with the Head of School and managing the department budget.

The Director will work closely with the Head of School and the School Committee Clerk to establish and support an alumni steering committee for the purpose of developing alumni relationships with the school.

The Director will expand the Friends for Life (Planned Giving) program and work with the School Foundation, which oversees a \$5.2 million endowment.

Qualified Candidates Will Have

- Professional experience of at least two years in a development office or membership based organization
- Strong and detail-oriented organizational skills
- Ability to work well in collaboration with a variety of individuals including assistants for communications and the school's donor/fundraising database.
- An understanding of annual giving strategies, demonstrated success in soliciting prospects and donors, and experience with volunteer management
- Strong writing and storytelling skills
- Comfort with basic website content management, social media,
- producing digital and print fundraising materials and other publications
- Comfort with maintaining a donor management database (the school uses Blackbaud's etapestry)

Required Education

Bachelor's degree.

Compensation includes salary, rent-free on-campus housing, meals when school is in session, health and disability insurance, and retirement benefits.

To Apply

Email your cover letter, resume, three references (with contact info), and link to communications portfolio (or attach three samples) to mainoffice@scattergood.org. Include *Director of Development* in the subject line of your email.

www.scattergood.org