



Epiphany School, a private, non-sectarian, independent PreK-5 school, is currently seeking a Director of Development. This role will oversee all aspects of development, including annual and capital fundraising, donor cultivation and stewardship, alumni relations, development events, and development-related publications. You will work in one of the premier elementary schools in Seattle on a beautiful campus in a quiet setting with a rich history for attracting excellent students.

What you will enjoy about this role:

- As the Director of Development, you will be directly involved in short- and long-range plans for the development department, consistent with the School's goals, as defined in the strategic plan.
- You will create and implement major and planned gift programs, including being responsible for:
 - identifying (new) major gift and planned gift prospects;
 - developing a major gift and planned gift solicitation strategy leading to a portfolio of approximately 150 donor prospects per year
 - cultivating major gift donors and leading to asks to support Annual Fund, Spring Fundraiser, endowments and other school needs (\$15,000+ asks)
 - writing major and planned gift proposals
 - stewarding relationships with major gift donors and prospects to grow the major/planned gifts program
- You will oversee the department's annual budget.
- You will serve as staff liaison to the Development Committee and Leadership Team.
- You will supervise and collaborate with other as you oversee:
 - the Annual Fund campaign;
 - the Spring fundraising event's financial goals and major gift asks;
 - all solicitation brochures, appeal letters, and acknowledgements;
 - maintenance of accurate donor records in database(s) and paper files;
 - processes for gift receipt, acknowledgements and reporting;
 - creation of recurring and ad hoc reports of department activity for leadership, Board of Trustees, publications, regulatory bodies, auditors, and other interested parties;
 - content for the relevant sections of the School's website and social media efforts.

What you must have:

- A Bachelor's degree in marketing, communication, or another relevant field;
- Five years' experience in non-profit or independent school advancement;
- Superior written and oral communication skills;
- Experience in major and planned giving programs;
- Ability to drive and travel, spending 50% of time out of office;

- Computer literacy with MS Office applications, donor database applications, special event (i.e., auction) applications, and relationship management tracking software. Knowledge of Ascendance Alumni Development module by Senior Systems a plus;
- Ease in working with donors, parents, board members and other stakeholders;
- Ability to work in a hands-on, dynamic environment with limited resources;
- Prior experience managing staff and a departmental budget;
- Ability to deal with emergencies;
- Commitment to student and family confidentiality a must;
- Must be smart, warm, motivated, organized, process- and detail-oriented.

How to apply: Interested candidates should send a resume to Dianne Puls, Brigham Hill Consultancy, at puls@brighamhill.com. No phone calls please.

To learn more about Epiphany School, please visit www.epiphanyschool.org.