

Director of Development, Berkeley, CA.

Classification:	Exempt
Employee Type:	Full-time
Direct Supervisor:	Head of School
Location:	Lower School, Heinz Campus
Minimum Educational Requirement:	Bachelor's Degree (Master's Degree preferred)
Direct Work Experience Requirement:	5-10 years
Start date :	January 2019
Application Deadline:	October 28, 2018

Job Overview

Ecole Bilingue de Berkeley has an opening, effective January 2, 2019, for a full-time experienced fundraising professional to lead and implement the school's overall fundraising and community development initiatives, oversee development publications and communications, as well as manage the development staff.

Responsibilities include but are not limited to: creation and implementation of a comprehensive development plan, which includes measurable goals and objectives to secure annual, capital and endowment support from all constituencies; management of Trustee Development committee and solicitation of major gifts; oversight of relations with the Parents' Association, the Alumni committee, as well as supervision of community development programs. The position reports directly to the Head of School. The Director of Development serves on the Leadership team, works closely with the Advancement team, and interacts frequently with the Board of Trustees, and the leadership of many volunteer committees.

Extensive experience in fundraising required, including experience in successfully soliciting major gifts. Highly developed interpersonal skills, communication and motivation skills, and flexibility essential. A sense of humor is desirable and unquestioned integrity is a necessity. Independent school experience, capital campaign experience and fluency in French are preferred.

Position description

EB is seeking a highly motivated, experienced Director of Development to lead their fundraising and community development programs. The Director of Development will inherit a cohesive, collaborative Development team with significant experience, and will join the school as EB begins a new chapter in its 40-year history, with Dr. Mehdi Lazar as Head of School. It is an exciting time to join the school as it launches a new strategic plan and seeks to expand and deepen its donor base, further develop alumni/ae connections and potentially undertake a major capital drive.

Lower School / Ecole Primaire: 1009 Heinz Avenue – Berkeley, CA 97410 USA – Telephone: (510) 549-3867 – Fax: (510) 845-3209

Middle School / Collège: 901 Grayson Street - Berkeley, CA 97410 USA – Telephone: (510) 549-2851 – Fax: (510) 549-0639

www.eb.org - contact@eb.org

Job Responsibilities

The Director of Development serves as a member of the Leadership Team, in charge of overseeing and implementing all operations of the Development Department, as well as managing the Development team.

The Director of Development is responsible for the leadership and management of the Development programs, including but not limited to all aspects of fundraising through annual (currently \$400K), capital, and endowment campaigns. The Director of Development oversees all Development publications and communications and has a voice in overall school communications.

The Director of Development plays a key role in engaging all school constituencies (trustees, current and past families, alumni/ae, faculty and employees, grandparents, and corporate and foundation partners) in the fundraising initiatives as well as in the community development programs.

Specific Responsibilities:

➤ **Fundraising**

- Formulate a comprehensive development plan, grounded in the school's Strategic Plan, priorities and goals in consultation with the Head of School and the Board of Trustees Development Committee.
- Manage major gifts prospects and current donor relations. Lead efforts in the identification, cultivation, solicitation and stewardship of donors.
- Develop and provide regular and/or special fund raising reports to keep the Head of School, Board of Trustees and other volunteers informed of progress towards goals.
- Help to structure and lead future significant capital or endowment campaigns.
- Make recommendation to the Head of School on policies, staffing and budget needed to accomplish development goals. Recruit, develop and manage the Development staff. Oversee their activities and provide annual evaluation.
- Monitor the gift processing process and annual budget of the Development Department. Work with the business office in overseeing gift processing and reconciliation. Provide statistical data and complete annual surveys as requested by the Head of School.

➤ **Community development**

- Attend and participate in a variety of fundraising, stewardship, community-building, and other campus activities (many scheduled in the evening) throughout the year in order to stay informed and updated.
- Oversee the relationship with the Parents' Association and assist in identifying, recruiting, and supporting volunteers.
- Develop strategies with the Assistant Director of Development and Alumni to keep alumni/ae students connected with the school and highlight the diversity of their achievements and profiles.

➤ **Communications**

- Oversee messages and collateral material from the Development Department including the Annual Report and online newsletters.
- Collaborate with the Advancement team to ensure consistent messaging and branding to the greater community through online communication and social media posting.
- Ensure effective communication with all members of the Administration and the Faculty to ensure that the momentum of all fundraising and community development activities is understood and high.

Qualifications and desired personal qualities:

The Director of Development must quickly become an integral member of the school community and be a charismatic leader whose approach to development creates enthusiasm for EB from all constituents. Integrity, warmth, creativity, flexibility, are highly desirable. Diplomacy and a good sense of humor are a necessity. In addition, the right candidate will have the following skills and qualifications:

- Bachelor's degree (Master's degree preferred).
- At least 5-10 years of experience in non-profit development and/or campaign management.
- Previous management experience of professional staff and teams of volunteers.
- A proven success in asking for, closing, and coaching others on fundraising for annual needs and/or strategic capital campaigns, as well as building and maintaining long-term relationships with major donors. Experience helping to plan and execute a successful capital campaign desirable.
- Superior communication and presentation skills, both oral and written.
- Ability to think strategically, create plans that reflect best practices in independent schools but that are also creative and offer fresh approaches.
- Comfortable making strategic decisions based on analysis, wisdom, experience and judgment.
- Ability to relate well to all constituents in an elementary school environment, including trustees, administrators and staff, faculty, parents, students and alumni.
- Appreciation for and a desire to participate fully in the dynamic life of the multi-cultural community of an independent school.
- Working knowledge of Raiser's Edge and G Suite/Google products.
- Fluency in French preferable.

The above responsibilities are subject to the general duties and responsibilities contained in the employee's Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It also requires the ability to lift and carry items weighing up to 30 pounds unassisted. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Compensation and Benefits:

The appointment is a full-time, year-round, administrative position and the compensation package will be competitive nationally and commensurate with experience, degree attainment and the national independent school and college markets.

Application Process and Required documents:

In order to complete the application process, interested candidates must provide the following documentation prior to **October 28, 2018**.

- A resume
- A cover letter
- A written statement of philanthropic philosophy
- A minimum of three references (name, address, phone number and email address)

All inquiries and nominations are kept confidential. Please send the documentation to hosoffice@eb.org (Attn: Dr. Mehdi Lazar, Head of School) please mention "Director of Development" in the subject line. No phone calls please.

You may visit our website at www.eb.org to learn more about our school and programs.

Ecole Bilingue de Berkeley

EB has a long history of excellence in bilingual education in the Bay Area. Founded in 1977, it has become the educational model that blends the best of French and American curricula. Spanning preschool through eighth grade, and representing more than 50 nationalities, EB students are able to flourish within a vibrant and diverse community. Supported and nourished by an exceptional faculty and staff, as well as a dynamic parent body, our students are well prepared to take their place in today's world.

Ecole Bilingue de Berkeley is an Equal Opportunity Employer that does not discriminate against any applicant on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, veteran status, generic information or any protected class prohibited by law.