



## Opportunity Statement—Director of Development

**Category:** Full Time

**Reports to:** Head of School

**Summary:** Schechter seeks a creative, dynamic individual to join the school's leadership team as the Director of Development. Primary responsibilities of this role include cultivating and managing donor relationships, leading the annual campaign, growing the endowment, and overseeing development events. The ideal candidate will be an enthusiastic collaborator, a skilled communicator, and a strategic thinker—and will possess exceptional interpersonal and organizational skills, a drive to achieve results, and a passionate belief in the importance of Jewish education.

### **Key Responsibilities:**

**Annual Campaign Solicitation and Management:** Using thoughtful strategies and a willingness to innovate, the Director of Development will direct the creation of marketing materials and communications, coordinate solicitations and outreach, solicit major donors, manage gift processing and donor acknowledgments, and monitor progress towards goals.

**Stewardship Coordination:** The Director of Development will lead the donor cultivation and stewardship process, including in-person meetings, notes, and thank-you calls, and will arrange strategic stewardship meetings that may also include the Head of School, Board Chair, Development Committee Chair and/or other Board members.

**Major Gifts Solicitation and Management:** The Director of Development will lead all major gift and supplemental campaign initiatives (including endowment campaigns), and be responsible for major gift strategies and solicitations in conjunction with Head of School and Board members.

**Annual Gala:** The Director of Development will lead a dedicated lay committee in planning our Ner Tamid Gala/Community Celebration, including the selection of honorees, event marketing, and solicitation of sponsorships.

**Board of Trustees Relations:** The Director of Development will educate the Board about fundraising strategies, manage solicitation assignments, staff the board's development committee, and share key data to track progress and achievement.

**Advancement Team Role:** The Director of Development will work closely with the Director of Admissions, the Director of Communications, and the Head of School to effectively formulate and share Schechter's story with all of our stakeholders.

### **Competencies and Skills:**

- Comfort forging relationships with prospective and current donors at all levels of giving, including high-level benefactors
- Experience working collaboratively with lay leaders
- Strong oral, written, and non-verbal communication skills
- Excellent organizational skills; able to manage multiple projects and meet deadlines
- Proficiency with Google Suite; experience with donor management software preferred

### **Characteristics of Excellence**

- A passionate belief in the importance of Jewish education
- A commitment to honor all donors, regardless of gift level
- An ability to build trust within the team and the donor base
- Sustained commitment to the practices of self-reflection, collegiality, and professionalism
- Strong personal integrity, excellent judgment, patience, and a robust work ethic
- A willingness to take risks, learn from mistakes, and allow colleagues to do the same

**Salary Range:** \$85,000 - \$100,000, based on experience.

Interested, qualified candidates should send a cover letter and resume to [jberger@ssds-hartford.org](mailto:jberger@ssds-hartford.org).

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