



PINE COBBLE SCHOOL
est. 1937

Director of Development Job Posting

About Pine Cobble School

Pine Cobble School is a small all gender Beginners through Grade 8 independent school that embraces with open arms all races, ethnicities, and socioeconomic groups. The school's goal is to offer academic skills and other learning opportunities in a supportive, community based atmosphere that allows our students to learn, explore, and thrive.

Job Summary

The Director of Development works under the guidance of the Head of School and works closely with the board of trustees to provide leadership for the development program as it builds a strong culture of philanthropy throughout the school and global community. The goal of the Director of Development is to design programs of giving that attract the maximum gift support possible to the institution.

Essential Duties and Responsibilities

- Support all aspects of the development program, including fundraising, leading the annual giving program, guiding the capital campaign, soliciting corporate and foundation proposals; creating a strong alumni association, and special development events.
- Nurture and maintain a highly collaborative relationship with the Head of School, the Board of Trustees chair, and individual board members, supporting them in all their fundraising responsibilities, and accompanying them on donor visits when appropriate. Collaborate on all aspects of philanthropic events.
- Collaborate with the Enrollment team on PR initiatives to create/produce fund raising-related communication materials to expand and enhance the school's visibility and reputation.
- Identify corporate and foundation funding opportunities and help draft grant applications.
- Strengthen relationships with the school's alumni and further develop alumni programming.

- Attends meetings of the board of trustees and submit monthly reports
- Enhance existing relationships while building new relationships, systems, and programs that further tap into the generosity and resources of the community.
- Maintain a database of all contributors and provide development reports as required.
- Manage the development budget.
- Coordinate the school's volunteerism efforts.
- Traveling to meet with donors, prospects on and off campus

Desired Qualifications

- Bachelor's degree, Master's degree preferred
- 5+ years of experience in the nonprofit sector and in fundraising
- Independent school experience preferred
- Proven success in directly soliciting and closing charitable gifts
- Strong interpersonal skills and ability to work with all the school's constituents while maintaining strict confidentiality
- Excellent verbal and written communication skills
- Strategic thinker with a "can-do" style
- Passionate about working with a wide range of individuals from diverse backgrounds
- Outstanding knowledge of fundraising data software and database management software
- Experience working with and motivating volunteers and staff members
- Familiarity with the local community

Physical Requirements

This position requires a moderate amount of walking, standing, sitting, and climbing stairs whenever necessary. Activities also include moderate physical exertion in body movement, such as reaching, bending, twisting, grasping, pushing, and pulling of objects. This position requires lifting objects of 20 pounds on a frequent basis, and over 20 pounds occasionally. There is a frequent requirement of fine manipulation associated with the required use of a computer and other business machines.

Non-discrimination Statement

The School is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, pregnancy or pregnancy-related condition, sexual orientation, gender identity and expression, national origin, ancestry, age, physical or mental disability, genetic information, veteran status, military service, application for military service, or any other status protected by applicable law. The School will make reasonable accommodations for qualified individuals with known disabilities or

pregnancy-related conditions, in accordance with applicable law.

Salary Range

\$80,000-\$85,000

To Apply

Please submit a cover letter, résumé, and 3 references to Ellen Sutherland, Human Resources Coordinator, at hr@pinecobble.org by Friday, April 11, 2025