



The Weiss School - Development Officer

POSITION SUMMARY

The Development Officer works closely with the Head of School and Chief Operating Officer to oversee and manage all aspects of The Weiss School's fundraising. The Development Officer must be able to think strategically and practically to implement a comprehensive and results-oriented development plan that includes traditional and innovative strategies. Key components of this plan should include goals, strategies, and timetables for corporate giving, endowment funds, alumni giving, auction giving, and Annual Fund.

The primary responsibilities of the Development Officer at The Weiss School are

- (1) to oversee strategic fundraising to further the mission and vision of the school
- (2) to liaise with the Board of Trustees
- (3) to effectively cultivate, solicit, and steward constituents
- (4) to liaise with the greater community
- (5) to report to the Head of School

POSITION RESPONSIBILITIES

- Develops and implements a short and long-term advancement plan to meet established development goals and objectives. This includes, but is not limited to, strategic initiatives for securing major gifts, donations to The Weiss School, corporate and foundation grants, endowment gifts, implementing a robust alumni giving program, defining stewardship, enhancing special fundraising/cultivation events, and developing new approaches to supporting traditional advancement initiatives.
- Works collaboratively and creatively with the Director of Communications and Chief Operating Officer to appropriately position development opportunities and integrate messages in publications, grant submissions, reports, and collateral materials for cultivating and stewarding donors.
- Works collaboratively with key constituents including board members, alumni, grandparents, parents, friends, and community members through (acknowledgement and relationship-building) cultivation efforts.
- Clearly articulates and promotes a strong case of need for philanthropy and builds opportunities to create and sustain a culture that understands the relationship between philanthropy and a unique, quality education.
- Oversees management of gift processing and donor acknowledgement, the donor database, and financial reporting. Manages accompanying information systems.
- Manages prospect research and cultivation initiatives with a special emphasis on pursuing strategies to secure or increase giving from donors. This includes providing a structure and process for key advancement and leadership staff, and Board of Directors, for a regular review of strategies attached to solicitations of potential donors.
- Develops strategies for existing donors to effectively move them through a meaningful cycle of giving.

- Meets regularly with the Head of School regarding program goals and initiatives and routinely reports to the Board of Trustees and appropriate committees.
- Attends school events and activities and fosters significant pride and excitement for fundraising efforts.
- To regularly keep the Head of School and Chief Operating Officer informed of the fund-raising activities.
- To constantly and effectively engage in positive parent relations.
- To increase alumni and parental support of, and involvement in, the institution.
- To coordinate communications which will most effectively communicate with our various constituencies including newsletters, annual report, and other appropriate communication pieces.
- To plan and implement necessary special events including but not limited to education, cultivation, stewardship events for alumni families, current families, volunteers, prospects, and donors including support for the school and parent association fundraising events.
- To develop and lead a volunteer staff to carry out the activities of this office.
- To perform other duties as assigned by the Head of School and to assist in areas of school life.
- To annually review and evaluate current development programming and make necessary modifications.
- To support The Weiss School, its mission, and its leadership.

Qualifications:

Demonstrates servant leadership, embodies the The Weiss School mission, and exemplifies a collaborative, decisive, motivating, and engaging communication style.

- Proven track record of fundraising success, particularly by securing major gifts from corporations, successfully managing campaigns, and engaging a community of motivated supporters.
- Experience in nonprofit fundraising, preferably within an independent school.
- Excellent managerial skills including previous experience successfully managing volunteers.
- Ability to balance multiple priorities in a complex environment.
- Working knowledge of development best practices, trends in (independent school) education and development, fundraising tools and technology, including donor databases, e-mail and online campaigns, and donor research.
- Extreme tact and discretion, attention to detail, and a commitment to excellence.
- Bachelor's degree in Communications, Marketing, Business Administration, or other related field.
- Deep appreciation and understanding of the School's mission and the ability to articulate its values and vision internally and externally.

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<https://www.weisschool.org/page>

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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