

## **Director of Development**

Reporting to and in partnership with the Head of School (ED), the Development Director will spearhead development efforts and will have the opportunity to build the development function as Horizon Academy continues to grow.

### **Responsibilities**

- Develop and execute Horizon Academy's annual fundraising plan
- Secure financial support and sponsorships for annual events from individuals, foundations and corporations
- Manage the implementation of Donor Connect donor management system and collaborate with staff responsible for data entry and gift processing
- Develop and maintain ongoing relationships with major donors
- Create and execute a strategy for a large sustained base of annual individual donors
- Plan and oversee organization and execution of special events (Bayou Bash, Fall Fest)
- Develop and track grant proposals and reports for all foundation and corporate fundraising

### **Required Skills**

- Entrepreneurial Spirit: Takes initiative and actively seeks to deepen current donor relationships and to forge new ones
- Communications: Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences
- Influencing: Gets others to accept ideas by using convincing arguments, creates a win-win situation and responds appropriately to key stakeholders
- Collaboration: Effective at working with others to reach common goals and objectives
- Relationship Building: Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally

### **Qualifications**

- BA (required), MA (a plus)
- Three plus years experience in development
- Demonstrated excellence in organizational, managerial, and communication skills
- Knowledge of constituent management systems
- Experience running capital campaigns and successful fundraising from multiple donor channels