

Development Officer



Imago Dei Middle School

Imago Dei is a small, independent, tuition-free private school in downtown Tucson, Arizona, offering grades 5-8 for children from low-income families. Imago Dei provides small class sizes, individual attention, and an extended school day, week, and year. We are dedicated to breaking cycles of poverty through education, and never give up on a child. Imago Dei is a tax-exempt non-profit organization.

Position Overview

Imago Dei Middle School is searching for an experienced, reliable Development professional to join our administrative team. The Development Officer will report to the Head of School, and work alongside the Board of Trustees, Director of Finance, and Head to support the near and long-term fundraising efforts of the school. This position offers exciting opportunities for growth and development within the organization.

Primary Responsibilities

- Successfully lead all aspects of the schools development efforts, including, but not limited to:
 - Annual charitable giving campaign
 - Private School Tax Credit program participation - Corporate and Individual
 - Planning and hosting special events
 - Organizing and managing all grant-writing and foundation appeals
 - Planned giving, Endowment Fund development, and Capital Campaigns
 - Creating, implementing, and maintaining donor stewardship initiatives
- Process all gifts and maintain Salesforce DMS
- Oversee production of related donor communications, including acknowledgments, appeals, email, newsletters, and reports
- Promote and grow Private School Tax Credit giving, and work with Scholarship Tuition Organization partners to properly account for, and acknowledge, tax credit donations

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- Work with the Board of Directors to oversee Development Committee and Circle of Ambassador functions
- Serve as the first point-of-contact for questions from the public and current and potential donors regarding donations and tax credit gifts (via phone, in-person, or email)
- Schedule and perform school tours
- Share responsibility for updating school website and social media as necessary

Qualification Requirements

- Proven success in development role, preferably with a board driven organization.
- Proficiency with Google Suite, Microsoft Suite, remote meeting software and apps, and a high level of tech proficiency in general.
- Outstanding communication skills: capacity to communicate clearly and effectively with diverse stakeholders in both oral and written forms.
- High ethical standards.
- The ability to work collaboratively with all school community members and assist others as necessary
- Keen analytical skills and a detail-oriented work style.
- Capacity for adaptation in fast-paced environment
- Commitment to equity and a belief in the school's mission
- Must be willing to work flexible hours, including some weekend and evening hours
- AZ Fingerprint Clearance Card and clean background check.
- The Development Coordinator regularly uses a computer/phone and spends some time standing and working outside. Must be able to maneuver, lift, and carry materials, packages, and supplies up to 25 pounds.
- ***All school employees must be fully vaccinated against COVID-19, and must be willing to participate in the school's regular testing program.***

Compensation

- Full-Time exempt position - compensation range - 50k to 65k, based on qualifications
- Medical, dental, and vision benefits
- Retirement plan – 403(b)

Please send letter of interest, resume and references to c.taylor@imagodeischool.org

For more information on the school, visit imagodeischool.org

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