



INTERNATIONAL SCHOOL OF TUCSON
1701 EAST SENECA ST.
TUCSON, AZ 85719
520.406.0552
WWW.ISTUCSON.ORG

Director of Development

About Organization

The International School of Tucson is a unique, inclusive, non-profit school which provides a high-quality nursery program, full language immersion (French, German, Spanish, Chinese) preschool and kindergarten, and a dual language immersion elementary and middle school. We pride ourselves on being innovative-offering a developmentally appropriate, friendly, and fun learning environment and involvement with all the cultural and global activities which form the premise of our school.

Position Summary

The Director of Development, a newly created position, will report to the Head of School and maintain responsibility for the development and implementation of a comprehensive fundraising program to provide the financial resources necessary to support the organization's mission. This individual will serve as a member of the organization's senior management team and will help develop and implement plans and establish policies to take the fundraising program to the next level of success. The Director of Development will oversee the organization's efforts in major gifts, annual fund, events, and development operations. The Director of Development will develop and implement strategies that promote long-term sustainable growth and deepen the organization's relationships with existing and new donors.

Primary Duties and Responsibilities

- Develop and implement a comprehensive development plan for the organization, including plans for annual giving, foundation and corporate support, and individual major and planned gifts.
- Establish and drive performance metrics.
- Oversee the comprehensive calendar of activities in support of development.
- Ensure success in events management, including cultivation activities and a signature fundraising event
- Work with the Head of School, board and volunteers and others within the organization to identify linkage, ability and interest of major gift prospects for their solicitation in alignment with the organization's priorities.
- Support the Head of School, other staff and key volunteers in their major gift work.
- Staff the Development Committee of the board, providing guidance and direction to their efforts.
- Work closely with other organization's supporters to identify prospects and existing donors with capacity and attachment.
- Create appropriate gift club activity and recognition for donors of all sizes.
- Ensure proper stewardship practices for the timely and accurate recording and acknowledgement of all gifts
- Maintain ongoing and active networking with internal and external constituencies.
- Represent the organization in the community as appropriate.

Requirements:

- Bachelor's degree
- 2-3 years of progressively responsible fundraising experience and a proven record of successful cultivation and solicitation of gifts.
- Demonstrated working knowledge of all areas of fundraising, with a particular emphasis on major gift acquisition
- Proven track record in planning and achieving short and long term goals and creating a plan outlining activity
- Exceptional interpersonal and influencing skills, tact and diplomacy with the ability to develop and maintain cooperative and successful working relationships with volunteers, staff and all donors; ability to serve as a team player and leader.
- Demonstrated ability to think strategically and creatively about engaging donors, and to develop plans of action and follow through.
- Ability to inspire and motivate volunteers and staff.
- Excellent verbal and written communication skills.
- Political, analytical and negotiation skills. Sound judgment and superior problem solving ability.
- Integrity and fiscal accountability.
- Experience working with volunteers.
- Must be willing and available to work evenings and weekends according to event-related scheduling.
- Experience working with donor management and data management systems preferred.

Salary Range:

\$45,000-\$65,000 per year commensurate with experience; compensation package includes health (employee company paid medical / HMO), vacation and sick days, plus more.

How to Apply:

To be fully considered for the position, please submit a cover letter and resume, plus salary history to Head of School, Jessica Palma Palma@istucson.org

Equal Opportunity Employer