



## *Development Director*

### **Position Overview**

Canton Country Day School, a nonprofit, independent school is seeking a full-time Development Director for the 2021-2022 school year. This position is full-time and includes health benefits and a salary base that is competitive with other independent schools of its size and regional location. This is a great opportunity for a motivated individual with excellent people skills to help a respected independent school build community and strengthen our culture of philanthropy.

### **The Opportunity**

Located in Canton, Ohio, Canton Country Day is a creative and supportive PK-8 school dedicated to educating, empowering, and celebrating students, while providing the tools necessary to achieve successful and fulfilling futures.

The director of development at Canton Country Day School provides leadership for all philanthropic initiatives. The individual will report to the head of school and lead the development efforts with the development assistant. The director of development works closely with the director of admissions and marketing to form the advancement team.

### **Essential Job Functions**

The director of development serves as a member of the administrative team and advancement committee. Duties and responsibilities include:

- Explore, identify, and implement fundraising programs that are in alignment with best practices
- Create a comprehensive development plan, strategy, and calendar
- Collaborate with the Development/Advancement Committee of the board to research and plan major asks
- Attend school functions on evenings and weekends to cultivate relationships
- Coordinate implementation of Annual Fund, Capital Campaigns, Annual Auction/Gala, and other fundraising events
- Coordinate mailings with the admissions and marketing director for solicitations and invitations
- Recruit and work together with volunteers to disseminate solicitations
- Lead and manage daily development activities and efforts
- Generate monthly development reports to the board and head of school regarding development activities and annual fund report in reconciliation with the business office
- Prepare monthly reports for the board and attend board meetings as needed
- Cultivate and nurture relationships with current and potential corporate and foundation sponsors, as well as individual donors
- Identify and pursue new grant opportunities for CCDS and connect staff with program-specific grant opportunities
- Oversee the CCDS Alumni Network and promote alumni giving opportunities
- Update and complete the alumni database; send out relevant alumni news based on information gathered through regular contact with alums



- Produce the annual report in both print and digital formats
- Create a catalog/program for auction/gala
- Engage in ongoing professional development

### **Personal Qualities and Skills Desired**

- Passion for CCDS' mission and the ability to effectively articulate the importance and impact of our work
- Genuine interest in the success of students and the well-being of families
- Develop quality relationships with a variety of constituencies, including major donors
- Proactive and strategic thinker
- Strong time management skills
- Experience and comfort with databases
- Experience with event planning and logistics
- Excellent verbal, written, and digital communication skills
- Highly developed organizational skills with an eye for detail
- Strong interpersonal skills, as demonstrated by the ability to work well with colleagues and volunteers
- Ability to take initiative, think independently, and take rational risks
- Ability to perform under deadlines and changing schedules

### **Experience Desired**

- Bachelor's degree is required; master's degree is preferred
- A minimum of five years experience in development, including working with nonprofit organizations
- Experience in all aspects of development including major gifts, annual and planned giving
- personal success in donor cultivation, major gifts development, successful grant proposals, and meeting fundraising goals
- Experience with DonorPerfect software is desired, but not required

### **To Apply**

Please [complete the online application](#), as well as send a cover letter and two letters of reference to the attention of Mr. Mike Brown, Head of School, at 3000 Demington Ave. NW, Canton, OH 44718 or to [careers@cantoncountryday.org](mailto:careers@cantoncountryday.org) with "CCDS Development Director" in the subject line. This position will remain open until filled.

Canton Country Day School provides equal employment opportunities to all employees and applicants for employment.