



Director of Development

Harbor Montessori School is dedicated to nurturing the whole child through intentional academic guidance, purposeful learning environments, and peace-minded community support. We believe in fostering independence, creativity, and a lifelong love of learning in our students through the Montessori philosophy. We are seeking a dynamic Director of Development to join our team. The Director of Development will play a crucial role in advancing our mission by leading fundraising efforts, cultivating donor relationships, and implementing strategic initiatives to support the school's growth and sustainability.

Responsibilities include but are not limited to:

- Develop and execute comprehensive fundraising strategies to achieve annual fundraising goals and long-term financial objectives.
- Identify, cultivate, and steward relationships with individual donors, foundations, corporations, and other potential supporters.
- Plan and oversee fundraising events, campaigns, and initiatives to engage the school community and broader stakeholders.
- Collaborate with the school leadership team to integrate fundraising efforts with overall strategic planning and initiatives.
- Manage donor communications, including appeals, acknowledgments, and regular updates to donors on the impact of their contributions.
- Research and pursue grant opportunities from public and private sources, preparing grant proposals and reports as needed.
- Oversee donor database management and ensure accurate and timely record-keeping of donor interactions and contributions.
- Stay informed about trends and best practices in fundraising and nonprofit management, continually seeking opportunities to enhance fundraising effectiveness and efficiency.

Skills and Requirements:

- Bachelor's degree; equivalent work experience may be considered in lieu of a degree.
- Experience in nonprofit fundraising/leadership
- Excellent interpersonal, communication, and relationship-building skills, with the ability to engage and inspire a wide range of stakeholders.
- Strong organizational and project management abilities, with attention to detail and the ability to manage multiple priorities effectively.
- Demonstrated ability to think strategically, develop actionable plans, and achieve measurable results.
- Proficiency with donor management software, Google Suite for Education, and other relevant technology platforms.
- Commitment to the mission, vision and values of Harbor Montessori School, with a genuine passion for supporting children's holistic development.

The annual salary range at Harbor Montessori School is \$68,000-\$70,000 commensurate with experience and qualifications.

Full-time employees are eligible for the following benefits:

- Health insurance
- Retirement savings plan
- Professional development opportunities
- Paid time off and holidays
- Tuition Remission

To apply, please submit a resume and cover letter outlining your qualifications and interest in the position to Brittany@harbormontessori.org. Applications will be reviewed on a rolling basis until the position is filled.