



## **DIRECTOR OF PHILANTHROPY AND COMMUNITY PARTNERSHIPS**

York School, Monterey, California

Full Time, Exempt

The Director of Philanthropy and Community Partnerships (DPCP) leads York School's fundraising program by designing and executing multiple giving programs. The DPCP oversees many management and leadership responsibilities, including setting and executing a strategic vision. As a member of the senior leadership team who reports to the Head of School, the DPCP sets concrete goals and delivers key results to enhance and sustain the school's fundraising and community building efforts. The DPCP is a champion of the philosophy and mission of the school as well as a key public advocate for the school's history and values.

### **PRIMARY RESPONSIBILITIES**

- Develop strategies to engage new donors and friends of the school, including foundations and corporations interested in supporting York's programs as well as diversity efforts. Think creatively and boldly to expand school partnerships regionally and nationally.
- Research and identify key prospects in all relevant categories.
- Participate in analyzing and assessing the York experience and how it can be aligned with philanthropic strategies.
- Re-engage current and past donors and friends of the school.
- Focus on major gift fundraising and corporate and foundation proposals. Personally and frequently solicit donors. Develop individual strategies as appropriate.
- Develop specific and tangible fundraising goals. Utilize metrics to drive the work of the department.
- Increase the School's visibility and presence in the Monterey Bay, tri-county area.
- Sustain and increase strong relationships with the local community. As needed, make public appearances and accept speaking engagements to share information about the School's programs.
- Oversee and grow all parts of the development program including annual, major, capital campaigns, grant writing, legacy gifts, special events, and planned giving.
- Implement a decision-making process guided by updated and relevant information by collecting and analyzing development data. Create and maintain a Development Dashboard.
- Advance a customer relationship management strategy that is divided into key categories and targets including foundation and corporate engagement plans.

- Collaborate with the Director of Enrollment and Tuition Assistance, Director of Communications and Marketing, and Head of School to market the school.
- With the Director of Communications and Marketing, create the Annual Report, Alumni Magazine, and other development-related communications.
- Strengthen relationships with the School's alumni and further develop alumni programming.
- Supervise, nurture, and support the staff in the office of philanthropy and community partnerships.
- Work closely with the Board of Trustees to grow the development program, including working in partnership with the Philanthropy and Community Partnerships Committee and the Committee on Trustees.
- Recruit and collaborate with volunteers to assist with department activities.
- Design and implement a departmental strategic plan that is updated and modified as needed.
- Further the school's diversity mission with targeted philanthropic strategies.
- Oversee a departmental budget and the processing of all gifts.
- Attend and provide periodic reports at Board of Trustees meetings.
- Oversee other duties as assigned by the Head of School.
- Strengthen relationships with biological parents of international students in coordination with Cambridge International and York enrollment team.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Minimum of three to five years of successful fundraising with an excellent record of cultivating and stewarding major gift prospects. Experience in an educational setting, non-profit or similar institution preferred.
- Bachelor's degree required. Master's degree preferred.
- Excellent written and verbal skills, experience working with diverse populations, and must possess strong organizational skills and demonstrate attention to detail.
- Leadership skills to manage and support a small and versatile development department.
- Enjoy working with students, families, faculty, trustees, and other donors and friends of the school.
- Computer skills are a must with preferred experience with the Google application suite and Raiser's Edge. Desire to learn current or new software is a necessity.
- The position occasionally requires additional hours outside of a typical work week.

## **SCHOOL INFORMATION**

Founded in 1959, located on scenic hillside terrain in California's Monterey Bay area, York School is a college preparatory, coeducational, independent day school for grades 8-12. York is an intentionally small school with a rigorous academic program, exceptional faculty, and a distinctive campus culture. 76% of York's faculty hold advanced degrees and the average class size is 15. [www.york.org](http://www.york.org)

## **APPLICATION MATERIALS**

Interested and qualified applicants should submit a:

- cover letter;
- resume;
- personal statement that describes the applicant's values, strengths, and most relevant experiences as they relate to the responsibilities and goals outlined above;
- list of three professional references.

Send all materials in PDF format via email to [dkey@york.org](mailto:dkey@york.org). Please no phone inquiries.

**Applications will be accepted until the position is filled.**

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

York School provides equal opportunity to all employees and applicants for employment without regard to race, color, religion (including religious dress and religious grooming), gender, gender identity (defined as each person's internal understanding of their gender), gender expression (a person's genderrelated appearance or behavior, whether or not stereotypically associated with the person's sex assigned at birth), sexual orientation, national and (or) ethnic origin, citizenship, ancestry, age, marital status, registered domestic partner status, military or veteran status, physical or mental disability, legally protected medical condition, sex (including pregnancy or perceived pregnancy, childbirth, breastfeeding, or related medical conditions) genetic information or characteristics, or any other characteristic protected by federal or state law or local ordinance.