

**Director of Development**  
**Saratoga Independent School**  
**Saratoga Springs, NY**

Founded in 1991, Saratoga Independent School (SIS) is a fully-accredited private school focused on Pre-K through 8th grade, after-school care, and summer enrichment programs. Located on a modern and picturesque Adirondack-style campus, we offer an education focused on both academics and personal development. Our commitment to small class sizes and flexible teaching practices creates a community of confident and inquisitive learners.

SIS seeks a full-time Director of Development beginning July 2022 (earlier start date is possible). The Director of Development reports to the Head of School and is a member of the school's Leadership Team. The successful candidate will run an effective and ethical, multi-faceted development program by maximizing the opportunities for giving, educating the community on the needs of the school, and providing excellent donor recognition and stewardship. The Director of Development works closely with the Head of School to ensure fundraising objectives are mission-driven, clear, and attainable.

Full-time hours will be flexible with both set office hours as well as optional hours to work remotely.

Salary and Compensation

- A competitive salary within the industry
- Tuition remission at SIS
- Healthcare
- 401K

Gift and Constituent Management

- Identify and cultivate donor relationships.
- Develop long-term development strategies for donor sustainability.
- Produces donation data and reports, reconciling with the Finance Office.
- Ability to research and write grant proposals.
- Manages donor data and updates constituent information as needed.
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- Provides financial reports and analytics as necessary.

Event Management

- Plans and manages all school-wide fundraising event initiatives.

- Oversees and collaborates with community volunteers who chair the various fundraising events and serves as the administrative liaison.
- Primary lead in sourcing and communicating with vendors, reviewing contracts, and managing payment.
- Manages event registration and provides reports as needed.

### Qualifications & Skills

- Experience in fundraising and coordinating fundraising events
- Highly ethical, particularly in working with confidential or sensitive information
- A minimum of three (3) years of experience with direct responsibility for a multi-faceted development program
- Marketing and/or sales experience for a not-for-profit organization
- Excellent communication skills: clear, articulate, and professional in speaking and writing
- Excellent organizational skills: able to set priorities and achieve goals
- Nonprofit fundraising and capital campaign experience
- Demonstrated hands-on experience and proficiency with Google Workspace applications
- Minimum Bachelor's degree (Master's preferred)

### Application Documents

- Resume/CV
- Cover Letter
- List of at least four professional references

All credentials should be emailed to:

Robert Ahrens  
Head of School  
rahrens@siskids.org