



## **Director of Development**

Washington D.C.  
Full-time On-site

San Miguel School seeks an experienced and dynamic **Director of Development**. Our mission is to transform lives through education. We are dedicated to providing students with a high-quality education that broadens opportunities for academic, spiritual, and physical growth.

The San Miguel program addresses the significant academic and social needs of under-resourced Latino boys who typically do not have access to a high-quality education and the opportunities that come with it. San Miguel School enrolls approximately 90 Latino boys in grades six to eight each year. The Director of Development reports directly to the School President and serves as a member of the School's leadership team.

### **Director of Development Responsibilities**

#### **Leadership and Program Success**

- In coordination with San Miguel School's President and Board of Trustees, leverage philanthropic support and oversee all development operations
- Design and execute an overall strategic plan for the School's development program that generates more than \$2.5 million through combination of major events, individual major gifts, grants, annual giving and strategic partnerships
- Develop and manage the major gifts program (prospective donor identification, qualification, cultivation, solicitation, and stewardship) to both retain current donors and identify new supporters
- Create and oversee overall development calendar to best coincide with School mission and activities
- Manage all development related publications, marketing and communications to include but not limited to the Annual Report on Philanthropy
- Build partnerships and work closely with donors, Board of Trustees, community organizations, corporations, churches, businesses and foundations
- Provide oversight and senior management for development related special events and attend all appropriate school events (note: these events may occur after hours and/or on weekends)

- Working in concert with the School President, manage the San Miguel Circle through stewardship events and communications
- Organize the School's Career Day while stewarding current and cultivating potential corporate sponsors
- Oversee Development Coordinator, Marketing and Special Events Associate, and Grant Writer to support overall program efforts

### **Financial and Budgetary Operations**

- Responsible for overall revenue and financial planning to include budgeting, forecasting and projections. The Director of Development will build and manage the Development expense budget
- Oversee all development reporting to analyze results and maximize fundraising performance. Periodic review and analysis of data for integrity and reporting purposes
- Coordinate and oversee vendors and contractors
- Oversee day-to-day operations of the Constituent Relationship Management donor database (Salesforce) and other related platforms
- In working with School Director of Finance and Operations, ensure all development related data entries are accurate and reconciled.

### **Grant and Foundation Relations**

- In coordination with the School President and Grant Writer, establish a fundraising strategy for grants and foundations to ensure all project content are in alignment with School's mission and strategic priorities
- Oversee Grant Writer to collaborate with the school's Director of Finance and Operations to establish project budgets for applications
- Explore new opportunities for financial partnerships with other sectors, particularly the business sector and foundations

### **Qualifications**

- Approximately 5+ years of relevant experience and a strong track record of leveraging data and communications to drive growth in development
- Bachelor's degree required
- K-12 or higher education experience preferred
- Experience leading donor stewardship, retention and communications
- Proficiency in using Microsoft Office Suite, Google Suite, Salesforce (CRM)
- Significant experience with grant research and writing
- Detail-oriented and strong organizational, problem solving and time management skills
- Strong analytical skills
- Strong interpersonal skills and willing to build and maintain relationships
- Spanish speaking strongly preferred
- Commitment to San Miguel School's mission

**Benefits**

- San Miguel School offers a competitive benefits package including health insurance (medical, dental, vision), disability and life insurance, 401K retirement savings plan
- Salary is commensurate with experience

**Apply**

Please send a letter of interest, resume, writing sample and three references to San Miguel School President Maureen Appel at [mappel@sanmigueldc.org](mailto:mappel@sanmigueldc.org).