



Eton Academy
Director of Development
Start Date: August 1, 2017

Eton Academy, an independent school, is seeking an energetic, committed, dynamic, and innovative Director of Development with experience building a comprehensive development and communications program. The DOD will spearhead the efforts in key development areas for Eton Academy and the Hartmann-Center for Teaching and Learning. The DOD possesses a thorough knowledge of fundraising vehicles and has effectively managed development staff members.

The Director of Development reports to the Head of School.

The ideal candidate will have a proven track record with evidence of success in the areas of:

- Leading strategic development efforts.
- Superb oral, written and communication skills.
- Exceptional strategic and administrative abilities, as well as, excellent planning and organizational development skills.
- Highly developed consensus-building skills while able to apply initiative and creativity in making timely decisions.
- A team player disposition and a hands-on style, with an impeccable reputation for operating with the highest integrity.
- Developing and maintaining relationships with a diverse group of external partners: attentive, responsive, pleasantly persistent, and flexible.
- Identifying, cultivating, and closing major gifts with excellent ongoing stewardship.
- Capitalizes on appropriate technology to connect with patrons.
- Professionally represent Eton Academy to various external audiences.

Essential Duties

- Work closely with the Head of School to develop an overall long-term, multi-year strategy. Design, create, integrate, plan, and implement a comprehensive, result-oriented fundraising plan that includes a focus on major gifts, annual appeals, foundation grants, and planned giving; and work collaboratively with the major event planning team.
- Articulate appropriate development action plans with ROI analysis, implementation, progress reports, evaluation, and follow-up.
- Responsible for ensuring plans are seamlessly executed and goals are achieved.
- Work cooperatively with the Head of Community Development and Enrollment to support and build volunteer and donor engagement opportunities as they relate to the gala & auction event.

- Personally manage, cultivate, and expand a portfolio of top prospects.
- Convey the experience of all giving as satisfying and rewarding by delivering a personal touch.
- Track, analyze, report, and plan for personal, local, state, and national economic trends in donor behavior.
- Participate as a member of the leadership team at Eton Academy, act as a staff representative for the Board Development Committee, and other committee responsibilities as assigned by the Head of School.
- Attend and represent Eton Academy in a management capacity at community and external events, as requested by the Head of School.
- Develop compelling case statements for Eton Academy and the Hartmann-Eton Center for Teaching and Learning programs.
- Seek opportunities to submit proposals/grants for support and special projects.
- Accurately and promptly acknowledge all donor gifts and timely generate proper stewardship reports.

The Ideal Requirements

- Minimum of five years of progressively significant experience and quantifiable success in development and fundraising, including major gifts and annual giving; campaign management a plus. Must possess the highest ethical standards.
- Bachelor's Degree in non-profit or business administration, marketing, or a related field.
- Strong interpersonal skills and demonstrated ability to relate well to diverse groups.
- Strong organizational and time management skills, setting priorities, managing simultaneous priorities, and meeting deadlines.
- Strong knowledge of database management, word-processing, and Excel spreadsheets. Proficient in Blackbaud's Raiser's Edge and OnSystem products a plus.
- CFRE preferred.

Eton's Mission

Eton Academy educates students with reading, attention and other learning challenges-building academic skills and self-confidence in an accepting and supportive environment. Eton Academy is a special purpose school for students who learn differently. We serve students in grades 1-12 who are of average to above average academic potential, but who have a learning difference such as dyslexia, dysgraphia or ADHD.

Eton Academy advocates and values diversity in all of our programs and employment. Visit our website at www.etonacademy.org to learn more about our school located in Birmingham, Michigan.

How to Apply:

Please forward your resume and cover letter via email to: dsaccaro@etonacademy.org by Aug.4, 2017. Rolling interviews will begin July 17, 2017.

Eton Academy is an equal opportunity employer.