



as far as the mind can see

Senior Director of Development and Stewardship

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Job Description:

The Francis Parker School Advancement Office cultivates, inspires, and supports the School's culture of philanthropy from parents, alumni, grandparents, parents of alumni, students, faculty and staff, and friends to advance the mission of the School.

The Senior Director (SD) plays a critical role in designing, implementing, and evaluating cultivation and stewardship programs as well as overseeing major School events. The SD builds and strengthens relationships with the Parker community, engages constituents through meaningful events and opportunities, and excels in a fast-paced fundraising environment.

Essential Duties/Responsibilities:

Overall

- Work in partnership with the Advancement team, Parker Leadership team, and volunteers to meet annual giving and participation goals
- Ask for support (time, treasure and talent) over the phone and in person
- Effectively utilize online database and relevant tools to track outreach and actions

Cultivation and Solicitation:

- Manage a major gifts portfolio of 40-60 grandparent prospects
- Cultivate, brief, and solicit Parents Association Gala sponsors and leadership donors in partnership with the Gala leadership
- Oversee the School's Legacy Club of planned giving donors

Stewardship:

- Oversee and implement annual Stewardship Plan
- Make 1-2 meaningful touches to endowed fund donors and recipients
- Work collaboratively with the Admissions office (and when appropriate, donor families) to select and assign named scholarships; work with the business office to allocate funds to student accounts in TADS.
- Oversee the process and selection of named endowment and merit awards for faculty and staff and students; work with business office to facilitate monetary award.
- Manage connections and facilitate meetings for benefactors and scholarship recipient families

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
San Diego, CA 92103

858 / 569-7900
619 / 298-9110

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- Plan, coordinate, and execute the Head of School Scholarship annual benefactors' event; plan trimester meetings between Head of School and Head of School Scholars

Volunteer Management and Events:

- Plan, coordinate, and execute all aspects of two Grandparents and Special Friends days
- Oversee all Grandparent (Council) events, outreach, budget, and website pages
- Support the Grandparents Council and Grandparents Council Chairs, including but not limited to meetings, outreach, directory, and events; work closely with the Grandparents Council leadership and recruit new leadership to the Council
- Serve as the direct liaison for the Parents Association Annual Gala event(s), including but not limited to ensuring leadership transitions of Chair position and help recruit and support all volunteers, work collaboratively with Chairs to create and implement strategy to meet Gala financial goals, successful cultivation, solicitation, stewardship recognition, securing an auctioneer and auction items, and invoicing of corporate and family sponsors, oversee and develop Gala program, and attend annual event
- Plan, coordinate, and execute the Head of School Circle reception; plan event details, recruit host, and ensure guests attend

Communications

- Utilize online and written media to engage constituents
- Plan, write, and execute the annual planned giving newsletter
- Write 2- 3 annual grant proposals to solicit support from corporations and foundations for current-use initiatives (as identified in the Strategic Directions plan)
- Work with business office to procure annual endowed funds facts and data; send annual endowment reports to endowment fund donors
- Update named scholarship donors on student progress
- Work collaboratively with Communications office colleagues to develop creative design and marketing outreach

General Duties:

- Participate and engage in School life and adhere to the School's mission
- Knowledgeable and able to articulate advances and trends in fundraising best practices in independent schools both regionally and nationally and regularly participates in a variety of professional development opportunities
- Other duties as assigned by the Assistant Head of School for External Relations

Qualifications:

- Bachelor's degree is required; Master's degree a plus
- Minimum 5 years fundraising, relationship-oriented sales or alumni relations experience, with a proven track record in the non-profit or business industries
- Understand high-functioning fundraising and development, as well as donor engagement, programs, and high-level stewardship
- Strong customer service, organizational, and written and oral communication skills
- Efficiency in managing multiple projects at once
- Work with a sense of urgency



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- Ability to set goals, institute timelines and meet deadlines
- High level Raiser's Edge (or comparable) experience, including ability to build reports; create and run queries and dashboards; develop analytics on various strategies; research trends; and improve ways of operation; strong knowledge of spreadsheets and word processing
- Experience with planning and executing large scale events working with multiple vendors
- Expertise in managing volunteers effectively and fairly
- Keen eye for design and strong sense of creativity
- Ability to professionally interact with all members of the School community; excellent interpersonal skills
- Ability to work collaboratively in a team environment

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#). You will need to upload the following documents during this process: a cover letter and resume.

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, and a completed [employment application](#) should be submitted electronically to:

Shara Freeman Hoefel, Assistant Head of School for External Relations
advjobs@francisparker.org

Please find the PDF of our employment application here: [find it here](#)

[Please indicate which position you are applying for in the subject line.](#)

<https://www.francisparker.org/about-us-/employment>

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