



DEVELOPMENT MANAGER

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The Naval Academy Primary School, a preschool through sixth grade (expanding to include seventh grade in the 2023/24 academic year) independent school in Annapolis, Maryland, seeks a Development and Fundraising Manager prepared to manage, advance, and lead strategic fundraising and communications/marketing efforts. This is a part-time or full-time position. The Development and Fundraising Manager will be a key member of the school's administration, working 12 months-a-year and reporting directly to the Head of School.

The ideal candidate will be both a flexible self-starter and a collaborator who thrives working in a small organization and is comfortable managing multiple responsibilities of various size and scope. This is a newly created position recognizing the need and potential for increased donor engagement to complement the NAPS mission as a unique, accredited independent school, supporting military families, affiliates, and the greater Annapolis-area community. Preference will be given to those candidates with familiarity and experience in non-profit and mission-driven organizations, ideally in the education sector.

Position Responsibilities:

- Lead, design, and execute fundraising strategies for a diverse revenue stream from donors, demonstrating consistent, annual growth.
- Build and cultivate a major giving program through the solicitation and qualification of prospective stakeholders to include: current student families, alumni and their families, trustees, public/private foundations, and community partners.
- Work with the Head of School, administrative team, and faculty to identify key project areas for sustainable grant funding. Responsible for grant applications, monitoring implementation of projects, and reporting of any such awards.
- Create and execute a strategy for a sustained base of annual giving donors. Support the Board of Trustees, and the Parent Teacher Organization (PTO), with outreach efforts inclusive of fundraising for both monetary and in-kind contributions and additional family and partner engagement.
- Report regularly at Board of Trustees meetings.
- Execute timely processing and distribution of all donor acknowledgment letters, donor recognition events, and pledge reminders.
- In conjunction with the Admissions Director, work to advance alumni outreach and engagement efforts.
- Track contact reports, pledges, payments, invoices, and other relevant data, as well as develop reports for the Board of Trustees, PTO, school leadership, and others as needed.
- Other duties as required.

Experience:

- Development and Fundraising
- Communications/Marketing
- Project Management

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Qualifications:

- Bachelor's Degree in a related field
- Minimum 3 years of successful and proven fundraising, marketing or sales experience
- Excellent verbal, written and interpersonal communication skills
- Knowledge of donor database software
- Experience with print, electronic, web, and social media outreach as it relates to fundraising
- Understanding of independent school and/or non-profit organizations.
- Fundraising experience with a focus on major gifts and annual fund campaigns.
- Experience managing grants and project budgets with a track record of success.
- Demonstrated ability to develop and implement gift strategies.
- Experience with volunteer engagement and in-kind contributions. Excellent project management, including planning and critical evaluation of an initiative, designing metrics to monitor performance, and motivating a team to achieve goals.
- Experience working with a board of trustees and/or other volunteer committees
- Superior organizational abilities and detail oriented.
- Demonstrated analytical skills and the ability to deliver progress reports and data in a timely, accurate manner.
- High-energy self-starter with a positive attitude who takes initiative and can manage multiple projects simultaneously.

Job Expectations:

- Minimum goal of \$100,000 in new fundraising revenue for year one
- Minimum 25% growth of new donors in year 1
- Establish a major giving program and demonstrate at least 10% increase in donors to that level
- Complete applications for at least 5 grants that have a high probability of award
- Conduct 2-3 prospect meetings per month with potential donors
- Conduct monthly reconciliation meetings with finance manager
- Establish community partnerships to build fundraising outreach
- Recognize and build in-kind donation strategies
- Attend/report out during all Board of Trustees and PTO meetings
- Maintain up-to-date and clear donor records
- Process all gift acknowledgments within one business day
- Build a stewardship plan to maintain/grow current donors
- Maintain a donor schedule for self, Head of School and other NAPS stakeholders (faculty, board, etc.) for consistent donor visits and solicitations

Contact:

Contact Head of School, Robyn Green (rgreen@napschool.com) with resume and letter of interest.