



## Imago Dei Neighborhood School

BRINGING LEARNING TO LIFE

**Job Title:** Director of Development

**About the School:** Imago Dei Neighborhood School is a young, purpose-built, ethnically and economically diverse Christian liberal arts school in Richmond, Virginia. The school serves 120 students in PreK - 6th grade (Fall 2024). As a school seeking to serve families who might not otherwise have this opportunity, generous philanthropy is mission-critical.

**Position Overview:** Imago Dei Neighborhood School is seeking a dynamic and experienced professional to serve as the school's first Director of Development. *In partnership with the Executive Director*, the Director of Development will play a pivotal role in advancing the school's mission by leading fundraising efforts, cultivating donor relationships, and implementing strategic initiatives to support the school's continued growth and sustainability.

### Key Responsibilities:

1. **Fundraising Strategy:** Develop and execute comprehensive fundraising strategies aligned with the school's mission and vision.
2. **Donor Cultivation:** Cultivate and steward relationships with current and prospective donors, including individuals, corporations, foundations, and community partners.
3. **Major Gifts Program:** Develop and implement strategies to identify, solicit, and steward major donors capable of making significant contributions to the school.
4. **Grant Writing and Management:** Identify grant opportunities, prepare grant proposals, and manage the grant application process from submission to reporting.
5. **Annual Fund Campaigns:** Plan and oversee annual fund campaigns, including online giving and fundraising events.
6. **Collaboration and Communication:** Collaborate closely with school leadership, board members, faculty, and staff to align development efforts with organizational goals. Communicate effectively with stakeholders to convey the impact of philanthropic support.
7. **Database Management:** Oversee donor database management, ensuring accurate and up-to-date records of donor interactions, gifts, and pledges.
8. **Compliance and Reporting:** Ensure compliance with relevant laws and regulations governing charitable fundraising activities. Prepare regular reports on fundraising progress and outcomes for internal and external stakeholders.

### Qualifications:

- Bachelor's degree.
- Minimum of 3 years of experience in nonprofit fundraising, with a track record of success in donor cultivation, grant writing, and major gifts solicitation.
- Strong commitment to the mission and values of Imago Dei Neighborhood School.

- Excellent communication skills, both written and verbal, with the ability to articulate the school's vision and impact to diverse audiences.
- Demonstrated ability to think strategically, set goals, and execute plans to achieve desired outcomes.
- Proficiency in fundraising software and donor database management preferred.
- Understanding of and respect for Christian principles and the diverse cultural and religious backgrounds of the school community.
- Entrepreneurial spirit; eager to build a sustainable, emotionally intelligent, best-practice development operation that reflects the ethos and mission of the school.

**Application Process:** To apply, please submit a cover letter and resume to Executive Director Sara Kennedy at [skennedy@imagodeirichmond.org](mailto:skennedy@imagodeirichmond.org). In your cover letter, please address your relevant experience and why you are passionate about joining Imago Dei Neighborhood School as the Director of Development.

**Application Deadline:** June 15, 2024