

**Orchard House Middle School
Development and Alumnae Relations Officer
(Revised June 18, 2024)**

General Information:

A twelve-month, full-time salaried employee with all applicable benefits. In order to fulfill the essential duties, it is expected that the Development and Alumnae Relations Officer will spend significant time in the greater Richmond community meeting with prospects, donors, alumnae, parents, media representatives, and corporate partners.

Reports to: Head of School

FLSA Status: Exempt

Job Description:

The Development and Alumnae Relations Officer for Orchard House Middle School is responsible for the following essential duties:

Development

- (1) Creating a development plan, based on Board-determined short-term and long-term goals, that is tactical and strategic and that serves as a timeline, both short-term and long-term, for all fundraising activities of Orchard House Middle School;
- (2) Implementing a successful plan for annual giving, capital and endowment campaigns, corporate and foundation proposals, securing major gifts, and planned giving;
- (3) Providing reviews, updates, and/or creating development office policies and procedures in accordance with established best practices in fundraising;
- (4) Being a high profile, enthusiastic ambassador for Orchard House Middle School; cultivating, establishing, and maintaining external donor relationships as well as those throughout the school community of parents, alumnae, grandparents, friends, and current /former trustees;
- (5) Informing donors and prospective donors about the school's mission, needs, and gift opportunities;
- (6) Actively soliciting gifts from prospects/constituents of the school in order to secure financial support for the school;
- (7) Developing and preparing all grant proposals;
- (8) Serving as staff support and professional counsel for the Development Committee of the Board of Trustees;
- (9) Developing and leading a volunteer staff to carry out the activities of the office, including supervision of the auction;
- (10) Informing the Head of School and the Development Committee on a regular basis about all fundraising activities of the Development office;
- (11) In collaboration with Communications Coordinator, managing all records and databases relating to corporate and individual donations;
- (12) Writing a year-end evaluation of the development effort;

- (13) Offering significant and creative contributions to special events;
- (14) Being an effective member of the Administrative Team and the Advancement Team, by working to integrate, coordinate, and support all internal and external activities of the school including Risk Management;
- (15) Effectively communicating development information and materials with our various constituencies in print, on the website, and in conjunction with the Advancement Team, through various forms of social networking;
- (16) Assisting the administration in the preparation and oversight of the development budget, and coordinating gift acceptance protocols with the Finance Committee and the Business Office so that they reflect best practices;
- (17) Providing data for surveys;
- (18) Performing other duties as directed;
- (19) Supporting the school and its leadership;
- (20) Enhancing competence through study and participation in conferences, workshops, and professional related organizations;
- (21) Believing passionately in the importance of philanthropy;
- (22) Completing additional, special projects as assigned by the Head of School.

Alumnae Relations

- 1) Plan, organize, and implement alumnae events, activities, and programs;
- 2) Develop improved communication with, and cultivation of alumnae;
- 3) Maintain contact with alumnae through social media and events;
- 4) Plan and implement strategies to expand alumnae giving.

Essential Skills:

This position requires results-oriented focus with a strong moral compass and passion for the unique mission and role of OHMS in educating middle school girls. The Development and Alumnae Relations Officer will be the voice for advancing philanthropy in a strategic, well-orchestrated, comprehensive program. The position will involve building relationships based on intention, information, and inspiration. In addition, the job requires the following skill set:

- (1) Experience in philanthropy and institutional relations;
- (2) Knowledge of all major development functions;
- (3) Demonstrated record of accomplishment in donor cultivation, solicitation, and stewardship;
- (4) Graphic design and copywriting skills;
- (5) Personal energy, enthusiasm, and drive to develop a comprehensive Development program that continually surpasses goals;
- (6) Strong interpersonal skills, natural networking skills, and the ability to cultivate, develop, and maintain positive relationships with all constituencies;
- (7) Ability to manage and motivate volunteers to achieve goals; ability to listen and hear people's interests and concerns;
- (8) Self-direction with strong organizational and communication skills (written and oral); meticulous attention to detail;

- (9) Value and support of high standards and one's best; adherence to the highest ethical standards and best practices in fundraising and donor cultivation;
- (10) Commitment to individual, institutional, and community success as a team player;
- (11) Appreciation for the mission and philosophy of the school; ability to articulate the vision, mission, and objectives of the school to all constituencies, including potential and major donors;
- (12) Ability to use technology and database software effectively;
- (13) Ability to work closely with the Head of School, faculty, and staff; ability to inspire and to work effectively and respectfully with all constituencies;
- (14) Willingness to embrace the school community, to join day-to-day school activities, and to attend special school events.

Work Environment:

- 1) On-site;
- 2) Off-site meetings, networking, and training, as required;
- 3) Additional hours as required.