

# Director of Development

## Position Description:

### Director of Development

Heritage Academy ([www.heritagepatriots.com](http://www.heritagepatriots.com)), an independent day school serving K4 through twelfth grade, located in the city of Columbus, Mississippi is seeking a Director of Development starting immediately. Founded in 1964, Heritage is a college preparatory school that inspires, challenges and motivates students through core academics, arts, athletics, extracurricular opportunities and the cultivation of an entrepreneurial mindset within STEM/STEAM experiences.

The Director of Development reports to the Headmaster and is a member of the HA administrative team. The Director of Development is responsible for all aspects of HA fundraising from annual to capital gifts and fundraising events.

### Essential Functions:

- Maintain strong relationships within the local community.
- To build a strategy to attract the maximum gift support possible to HA. The results oriented strategic plan should include goals, strategies, and timetables for annual giving solicitation; capital giving solicitation; planned giving programs; endowment opportunities; corporate and foundation proposals; and planning for major capital gifts.
- To assume management of the Long Range Development Committee (LRDC) in its month to month activities.
- To develop a plan to cultivate relationships with and increase involvement of alumni, grandparents, parents, friends of the school and community members.
- To continually work on effective and consistent methods of communications with the external community.

- To collaborate with organizations raising funds in support of the school.
- To manage all grant writing efforts.
- To research and solicit key prospects in conjunction with the Headmaster.
- To assist in marketing of the school.
- To oversee processing of all gift income, in association with the Business Office, for the purpose of providing receipts and thank you letters, as well as the maintaining of giving records of donors to the school.
- To educate potential donors on planned giving including, but not limited to estate planning, gifts of securities, and corporate matches.
- To recruit volunteers to assist in carrying out activities of the office.
- To research current development and giving trends and network throughout the education development community.
- To perform other duties as assigned by the Headmaster.

Qualifying Characteristics:

- A university degree in a related field.
- Demonstrated fundraising success with both annual and capital gifts is highly valued.
- Excellent oral and written communication skills; ability to communicate with children, families, and staff.
- Ability to work collaboratively with a small administrative team.
- Patience and sense of humor.

Interested candidates should submit cover letter and resume, in one PDF to [gcarlyle@heritagepatriots.com](mailto:gcarlyle@heritagepatriots.com) as soon as possible.

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