Director of Development and Communications

**The Girls’ School of Austin** is a private, independent K-8 school (150 girls) in Central Austin. The school brings together a diverse student body with a strong emphasis on creativity, community building, collaboration, and problem solving. Our strong academic program includes Language Arts, Math, Science, Social Studies, and Spanish, and is supported and enhanced by SEL, Diversity, Service Learning, and Visual and Performing Arts programming. Significant use is made of the artistic and natural resources in Austin and the surrounding area.

**The Mission:**

The Girls’ School of Austin provides an academically challenging education for girls in a community that fosters creative learning and personal excellence. Our mission is to develop confident young women who lead intellectually vibrant and fulfilling lives.

**The Position:**

The school seeks a creative, energetic, organized fund-raiser with excellent communication and technology skills to manage the annual fund, special events, cultivate and solicit major gifts, and coordinate all other development and “friend-raising” functions. This individual will also work with the Head of School on public relations and marketing to increase knowledge and awareness of the GSA, its’ mission, activities, and the value of our school. The Girls’ School is a small school, as such, the director of development and communications has primary responsibility for all fundraising, communications, and community engagement activities.

**Qualifications:**

- Must embrace the mission of The Girls’ School of Austin.
- Strong interpersonal and writing skills.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, and good listening ability.
- A bachelor’s degree or higher is required, master’s degree preferred.
- 3-5 years of related experience, preferably in a communication, fundraising, and/or development department.
- Experience in developing and maintaining an online presence.
- Experience with development and admissions software.
- Attention to accuracy, confidentiality, details, and deadlines is required.

**Responsibilities:**

- Provide strategic leadership for fundraising and communications.
- Identify and implement new revenue streams and fundraising methods.
- Coordinate all fundraising efforts on campus, including but not limited to the annual campaign and the spring Gala/event.
- Manage all aspects of fundraising including donor follow up.
Create a sense of community on campus that is united around supporting the activities of the school. This includes volunteer recruitment and management.

Meet prospective donors and supporters on a continual basis to establish effective communications with them.

Grow a major gifts program including identification, cultivation, and solicitation of major donors.

Grant seeking including research, proposal writing, and reporting requirements.

Implement multifaceted communications strategy, including use of electronic mail, GSA Website, social media platforms, print, radio, and televised media.

Maintain the content of the GSA website to promote the school’s online presence.

Collaborate with the Head of School to develop donor relations and, ultimately, solicit donations.

Maintain the development databases and other necessary supporting documentation.

Work directly with the Business Officer to maintain fiduciary duty.

Organize, oversee, attend, and in all ways champion and support our “friend-raising” events, which currently include but are not limited to, the annual fall back-to-school party, Grandparents’ Day, Book Fair, and the spring gala.

Oversee creation of publications to support fund raising and community engagement activities.

Promote events internally and externally.

Develop a parent education program around fundraising.

Participate in GSA DEIJ (Diversity, Equity, Inclusion, and Justice) Initiatives.

Salary/Benefits:

The Girls’ School offers a competitive benefits package. Compensation is based upon experience and other qualifications.

Send resume, application, and cover letter to:

Rosa M. Peña, Ph.D.

Head of School

Email: rpena@thegirlsschool.org

Desired Start Date: 1 August 2021