



## **Director of Development**

Riverside School is Virginia's most trusted school for dyslexic students in grades K-8. We utilize the Orton-Gillingham Approach in small classrooms and in one-on-one reading instruction. The typical Riverside student stays at our school for just two to four years and then returns to mainstream education prepared to reach his or her highest potential.

Our school transforms students and their families, but this would not be possible without our highly-trained and nurturing faculty and staff. Riverside School is an inspiring place to work because our mission is so powerful.

Right now, Riverside is seeking a Director of Development to oversee all aspects of the development department and manage fundraising initiatives. The Director of Development reports directly to the Head of School.

### **Required Qualifications:**

- Undergraduate degree.
- Successful fundraising experience.
- Excellent oral and written communication skills.
- Highly-motivated and able to work independently.
- Facility with computer applications, including fundraising software.

### **Key Duties:**

- To devise and manage a program designed to attract the maximum gift support possible to the school. This program will include annual fund solicitation; planned gift programs; corporate and foundation proposals; and planning for major capital gifts.
- To help develop and coordinate all aspects of the major gifts campaign.
- To keep the Head of School and Development Committee informed on a weekly basis of the fundraising activities of the office.
- To develop a plan to increase alumni and parental support of, and involvement in, the school.
- To develop a complete program of research into and an action plan of solicitation of the school's key prospects.
- To serve as staff support for the Development Committee of the Board of Trustees, the Parents' Association, and the Advisory Council.
- To oversee processing of all gift income for the purpose of providing receipts and the maintaining of giving records of donors to the school.
- To develop and lead a professional and volunteer staff to carry out the activities of the development office.
- To perform other duties as assigned by the Head of School.
- To support Riverside School and its leadership.

This is a full time, 12-month position with periodic evening and weekend responsibilities. Salary is competitive and commensurate with experience.

To apply, send cover letter, resume, and three references to [info@riversideschool.org](mailto:info@riversideschool.org).