



Saddle River Day School
Director of Development
Saddle River, New Jersey

Saddle River Day School (www.saddleriverday.org), a grades K-12 coeducational day school serving 315 students, is seeking a Director of Development. The school, founded in 1957, is located approximately thirty miles outside of Manhattan in a beautifully wooded, suburban setting.

The Opportunity

Saddle River Day School (SRDS) seeks an enthusiastic development professional to lead the School's development program, partnering with the Head of School and Board of Trustees. Under the leadership of an experienced, energetic and committed Head of School, in her third year at SRDS, the school is enjoying increased enrollment and a growing development program. There is a great sense of forward progress on campus, with a beautiful, new addition to the main school building. This is a great position for an individual who thrives in a small school community where there are good opportunities to be involved in the life of the school beyond the development program.

Saddle River seeks a Director of Development who will mirror the energy, innovation, and enthusiasm of this school community. The Director reports to the Head of School and serves as a key member of the Head of School's Administrative Council. The Head of School and Board are eager for a strong school development professional with successful experience in major fundraising to lead and manage them in their development efforts. The successful candidate will build on the recent progress of the development program, continuing to educate stakeholders and to strengthen a culture of philanthropy in a community that has the potential to support the school at higher levels. Campaign experience, front line fundraising success and enjoyment and an appreciation for the small-shop development office are necessary for this to be a good match. This high profile position requires someone who can build good will and collaboration amongst all constituencies.

Responsibilities

The Director of Development works closely with the Head of School, Board, Development Committee and the development office staff to develop and implement short and long-term goals for annual giving, capital giving, alumni and parent relations and the communications surrounding these activities. The Director of Development will oversee all aspects of the school's fund raising efforts, managing an office of three.

Responsibilities include the leadership and coordination of all fundraising, special events and development communications. The Director of Development will:

- Coordinate the strategic planning and implementation of all fund-raising programs
- Manage the Head of School and Development Committee's development efforts
- Develop and implement a plan to increase alumni and parental support of the institution
- Heighten the profile of Saddle River's development program both internally and externally through serving as an active presence and ambassador
- Manage the school's special events and serve as the liaison to the Parents Guild

Qualifications

The successful candidate will be good humored, adept at managing multiple tasks and projects, thrive in an environment where there are opportunities to interact with a range of stakeholders—five-year-olds to adult—and comfortable in an “all-hands-on-deck,” “prima-donna-free” environment. He or she will have experience with all aspects of a school development program and a successful track record as a relationship builder and as a fundraiser. There is a shared recognition that the school has not fully realized its development potential so this is a great opportunity for an individual who likes to build.

Saddle River seeks a professional who:

- Will embrace the school's mission and community and serve as a compelling ambassador
- Possess enviable communication skills as a speaker, writer and listener
- Is innovative, creative, strategic and analytic
- Is technologically adept and, ideally, have facility with Raiser's Edge
- Has a sense of humor
- Will successfully partner with the Head and Board on strategic initiatives
- Have a hands-on approach and a sincere interest in being an active member of a small school community
- Demonstrates knowledge and experience overseeing the identification, cultivation, solicitation and stewardship of major and capital prospects and donors

The opportunity to lead the Saddle River Day School development program is a wonderful opportunity to continue to build a strong development program in a school that is on the move.

For Consideration:

Please send a Resume and Letter of Interest to:

Jane Foote or Bill Lyons, *Managing Partners*

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