



Seabury School Part Time Position Available Director of Development

Seabury School is an independent school serving highly capable students from prekindergarten through eighth grade. Seabury is a growing, dynamic school located on two campuses: a lower school in NE Tacoma and a unique middle school program located in the heart of downtown Tacoma. Seabury's mission is to, "...challenge gifted children in a community that cherishes each individual and fosters a love of learning, discovery and creativity."

Seabury School is seeking a part time Director of Development to manage all aspects of the school's development program including the annual fund campaign, the annual auction, special projects and campaigns, and managing the school's donor database. Seabury is seeking candidates for this position who enjoy working in a dynamic, high energy environment in a growing school, and who have previous experience in a non-profit organization and/or independent school.

Half Time

Beginning as soon as possible

Salary: DOE

Position is open until filled

Seabury Director of Development Job Description

- 1. Work with Head and Board to plan and manage Seabury's development program.**
 - a. Increase net revenues for school operations and special projects by building on existing successes and improving fundraising efficiency.
 - b. Develop and oversee Seabury's comprehensive annual development plan including annual fund, major gifts, corporate and foundation relations and special events.
 - i. Major gifts program
 - ii. Annual fund drive
 - iii. Annual auction
 - iv. Special campaigns, including the current Program Enhancement Campaign
 - v. Grant seeking and grant writing
 - c. Cultivate and maintain relationships with those both within and outside the Seabury community, including staff, parents, alumni, community supporters and business leaders whose understanding of and commitment to the mission of the school is vital for the Seabury's sustainability and success
 - d. Oversee development calendar to maximize fundraising opportunities and make the best use of volunteer and Board time

- e. Provide staff support for Seabury Board of Trustees and its Development committee's role in the School's development program.
- f. Manage communication with donors and supporters, including ensuring accurate and timely receipting and acknowledgment of contributions.
- g. Work with the Head of School and Business Manager to develop and monitor expense and revenue budgets
- h. Manage Seabury's donor database
- i. Coordinate publication of Seabury's annual report

2. Be a team player who takes initiative to do what needs to be done as part of a small administrative team.

- a. Be positive and supportive of Seabury and Seabury's mission.
- b. Be a hard worker
- c. Be organized and efficient

Qualifications and skills:

- Bachelor's Degree (a minimum)
- Non-Profit development experience (independent school experience or experience with operation of a small development office preferred)
- Strong community relations and interpersonal skills
- Excellent organization and time management skills
- Demonstrated skills in collaboration and team building
- Desire to work with students, parent volunteers, staff, trustees and community members
- Strong oral and written communication skills
- Independent, organized, self-starter
- Creative and resourceful
- Proficient with Excel, Word, Outlook, Access and Fundraising programs. Graphic design skills desirable.

Seabury School is committed to diversity and does not discriminate on the basis of race, gender, religion, age, national origin, sexual orientation, or physical disabilities.

Please send letter of interest, resume and references to:

Sandi Wollum
Head of School
Seabury School
1801 53rd St. NE
Tacoma, WA 98422

Or email to director@seabury.org