



## Development Manager

### POSITION STATEMENT

#### Who we are:

Founded in 2012, the School of Los Angeles is an independent, co-ed, college-preparatory day school serving grades six through twelve. Forty percent of our students' tuition expenses is made possible through donor-funded scholarships. This is a nearly unparalleled commitment in the L.A. independent school landscape, which allows SLA to recruit and enroll an uncommonly diverse student body that reflects the vibrant character of our city—bright, dedicated students from all walks of life. Our model is founded upon the belief that the best educational tool for any young person is the collaboration and camaraderie of peers from different backgrounds—peers who have stories and perspectives to share, the stuff of life that simply cannot be gleaned from a textbook. This model has proved very compelling to donors interested in equity and forward-thinking programming in the world of education.

For further information about the school, please visit [school.la](http://school.la).

#### Who we're looking for:

Now in its second decade of operation, SLA is ready to take the next step in its growth and sustainability. The Development Manager will nurture a culture of philanthropy among all School constituents and cultivate relationships with current and prospective major benefactors. The position is responsible for coordinating and executing the breadth of the School's fundraising activities, including annual giving, grant writing and foundation relations, major gifts, special events, prospect research, and donor stewardship. The Development Manager will also act as the primary coordinator and liaison for the Parents' Association and the Alumni Association, both of which are currently in the early stages of establishment.

Collaborates with: The Advancement Team  
Direct Supervisor: The Director of External Relations  
Responsible to: The President & Head of School

#### Responsibilities:

- With the Director of External Relations, set performance goals for the annual fund based on prospect research and analysis of existing data; develop and implement a plan to identify, cultivate, solicit, and steward unrestricted and restricted gifts.

- Coordinate solicitations, including timing and nature of appeals, writing copy, organizing communications systems and deliverables, and working with outside vendors (as necessary) to manage all aspects of completing a successful philanthropy program.
- Create and manage major gifts campaigns.
- Plan and execute the school's next capital campaign.
- Manage stewardship activities to assure regular contact with donors from all constituencies.
- Process and acknowledge all gifts, including the tracking of donations through the School's fundraising database (Raiser's Edge NXT); with the Advancement Associate, develop the fundraising database as necessary to increase efficacy and data insights.
- Lead and oversee efforts to initiate, direct, and manage alumni, parent, and past-parent activities and programs, including stewarding the Parent Association and developing an Alumni Association.
- Work collaboratively with the Director of Enrollment Management and Communications Manager to maintain communications with the internal and external community, encouraging the stewardship of long-term relationships.
- Administer and monitor development budgets.
- Develop and maintain positive relationships with the Board of Trustees, school faculty and staff, and parent volunteer leaders, all in support of the School's fundraising efforts.
- Supervise recognition programs for all donors and ensure that all gifts to the School are acknowledged in prompt, thoughtful, and creative ways.
- Other duties as assigned by the Head of School.

### **Requirements:**

All or most of the following:

- Bachelor's degree or greater.
- Excellent communication skills and cultural competencies; ability to work with constituents from many backgrounds.
- Highly competent with word processors, spreadsheets, and slide decks.
- Experience with database management; direct experience with Blackbaud / Raiser's Edge a plus.
- A desire to work in a creative, collaborative, innovative environment.
- COVID-19 vaccine and booster shot required.

### **Essential Skills:**

- Strong leadership, teamwork, and organizational skills.
- Enjoys spending time engaging with children and educators.
- Willingness to stretch and develop their skills.
- Can-do, positive attitude.
- Flexible thinker.
- Role model for community.
- Self-starter who enjoys a challenge and is invested in creating exceptional work.
- Strong colleague and collaborator.
- Follows through and closes the loop.
- Good sense of humor.

- Enthusiasm for School's mission.
- Ability to maintain confidentiality.
- Ability to work collegially with all constituencies.
- Responsiveness to requests for information and support.

### **Compensation and Benefits:**

- Salary is competitive with other area independent schools.
- Full medical, dental, vision benefits, plus 401(k) with employer match.
- Breakfast and lunch are freshly prepared by SLA's in-house kitchen each day.
- Beyond competitive pay and benefits, administrators enjoy working in a student-centered, collaborative, and joyful learning community.
- Immediate hire will be considered for the right candidate.

### **To Apply:**

Please send a cover letter and the following information with subject line "Development Manager" to [hiring@school.la](mailto:hiring@school.la).

- Résumé or Curriculum Vitae.
- A personal statement no longer than 300 words.
- A written statement responding to the following question:
  - Take some time to review our website ([school.la](http://school.la)). What would be your elevator pitch to a major donor encountering SLA for the first time? 200 words or fewer.

This is a full-time, exempt position. Diverse and traditionally underrepresented candidates are encouraged to apply.

*SLA is an Equal Employment Opportunity Employer. We are committed to providing equal employment opportunities and do not discriminate on the basis of race, color, national or ethnic origin, pregnancy, age, marital status, military or veteran status, medical condition, sexual orientation, gender identity, or other characteristics protected by state or federal law.*

