



THE SUMMIT SCHOOL

*Serving bright students with dyslexia
and other learning differences*

Director of Development

Founded in 1989, the Summit School is a recognized leader regionally, nationally, and internationally for educating bright students who struggle academically in school. The School has a track record of successfully serving children in grades one through eight, who, after completing the program, advance to traditional high schools and are successful in college and the world of work. The children we serve have learning differences which are demonstrated by difficulties in school with reading, spelling, writing, math, organization and attention, despite average or better cognitive abilities. The School has remained true to its mission and vision since its inception, now having successfully graduated more than 500 students. In addition to the day program, Summit offers several academic and recreation summer programs. Summit Resource Center offers evaluations and tutoring for families in the greater Annapolis/Baltimore/Washington D.C./Southern Maryland area whose children do not attend the school. The Summit School also offers workshops and seminars for parents and teachers.

For more information, please visit our website: www.thesummitschool.org

Position Description

This position is an exciting, dynamic, and rewarding position for the right person. The Director of Development is responsible for building and executing the fundraising and development plan and managing the plan through the fundraising database. S/he also is responsible for grant seeking and writing, and overseeing special events. This person works closely with the Director of Marketing and Communications to support the fundraising goals and increase visibility of the organization in the greater community. Additionally, the school is in a growth trajectory and is in the early stages of planning an expansion of the campus. The Director of Development will play a vital role directing and supporting prospect building and fundraising for the expansion. The successful candidate will demonstrate excellent interpersonal skills, confidence, and knowledge of both the art and science of fundraising. Organizational skills and an eye for details are crucial attributes for the successful candidate. Additionally, we are seeking an individual who takes the initiative and can work independently, enjoys working in a collaborative team environment, can meet deadlines, and is a strategic thinker who embraces opportunities to be creative and problem solve.

The Director of Development reports directly to the Executive Director.

Responsibilities

- Develop and execute The Summit School's annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Manage the fundraising database, e-Tapestry, and oversee staff responsible for data entry and gift processing
- Develop and maintain ongoing relationships with the school community and major donors
- Create and execute a strategy for a large sustained base of annual individual donors
- Oversee the organization and profitability of special events

- Develop and track proposals and reports for all foundation and corporate fundraising
- Network in the greater community
- Serve as liaison to the newly formed Summit School Alumni Family Association (SSAFA) and cultivate relationships with alumni and alumni families

Qualifications

- BA (required), MA (a plus)
- Minimum of two to five years' experience in development
- Outstanding organizational, managerial, project management, and communication skills
- Knowledge of e-Tapestry, or other similar fundraising database software
- Proficient with Microsoft Word, Power Point, Excel

Current references are required.

Send resumes to:

headofschool@thesummitschool.org

The Summit School, 664 Central Ave East, Edgewater, MD 21037