Director of Development, The Silver Academy

The Silver Academy is seeking a full-time employee whose primary job is to ensure the financial strength of The Silver Academy through donor cultivation and fundraising.

The successful applicant should have a degree in a Development-related field (e.g. Business, Non-Profit Administration, Finance) and/or at least one year’s experience in a Development related position.

The Director of Development reports to and is under the direct supervision of the Assistant Head of School. In partnership with the Board of Directors and the Development Committee, the Development Director manages and directs all development-related activities, including the production of the annual report and the annual fundraising campaign, capital and endowment campaigns, and all development events. The Development Director drives and implements donor identification, research, cultivation, solicitation and stewardship. The Development Director also works with the Board and the Development Committee assigned to prioritize and implement the development goals within school’s Strategic Plan.

Specific areas of focus to include:

* Running an Annual Campaign
* Coordinating with the EITC Committee
* Organizing, coordinating, and implementing activities with the Jewish Community Foundation, including the Life and Legacy program
* Managing fundraising aspects of special events such as the 75th Anniversary and major fundraisers
* Researching and writing grant proposals
* Compiling and distributing the Annual Report
* Maintaining Donor Perfect records
* Communicating with donors: outreach, thank you notes, etc
* Coordinating and supervising volunteers on individual fundraising efforts
* Identifying, recruiting, supporting, and working closely with Chairs of campaigns and events as needed
* Overseeing departmental budget
* Other activities as designated

Applications should be sent to Debra Freeburn, Head Of School, Silver Academy, dfreeburn@silveracademypa.org.

The Silver Academy is Central Pennsylvania’s Jewish Day School. We educate children from pre-K through 8th grades. At the Silver Academy, we are committed to providing our children with the education, values, and sense of responsibility to lead happy and meaningful lives. We create a positive, joyous, and safe environment to nurture young leaders in our community.