

Director of Development
Sterne School – San Francisco, CA

Sterne School provides full-day instruction to approximately 190 students in grades 4-12. The school's mission is to build on the foundation of individual strengths to discover and nurture each student's version of greatness. In a warm, respectful atmosphere, our students become confident, disciplined, responsible citizens who are able to meet the challenges of further learning and society.

We believe that there simply is not a one-size-fits-all educational approach in a world where everyone's learning profile is unique. Sterne School is committed to serving a diverse population of students and families in a student-centered community where support is part of—not the exception to—an excellent everyday school experience.

Sterne School is actively recruiting for the position of Director of Development. Ideally, this position starts August 1, 2021.

Summary: The Director of Development will play a key role in the success of our \$7 million dollar capital campaign and annual fund goals. The Director of Development reports to the Head of School. The Director has the opportunity to identify and hire a Development Associate to support this two person team.

We view this as an ideal opportunity for professional growth for an individual who is looking for a new challenge and a chance to make a major impact in a small school, as we embark upon Phase 3 of our campaign.

Duties and Responsibilities:

- Lead a comprehensive Capital Campaign and fundraising strategy based on best practices
- Collaborate with Leadership and Marketing/Communications teams to align fundraising, marketing and program initiatives for major events
- Manage annual fundraising events such as Gala and Walkathon
- Cultivate donor relationships and prospects in collaboration with the Head of School
- Seek out new grant opportunities and provide updates for existing grants
- Provide detailed and updated fundraising reports to the Board and Board Development Committee

Desired Qualifications:

- Understanding and passion for the mission of Sterne School as an inclusive school serving students with dyslexia and ADHD
- Ability to take initiative and use data and metrics to drive decision-making processes and campaign strategy
- Proficiency in utilizing Raiser's Edge NXT to manage and leverage fundraising data
- Proven track record of fundraising success through a variety of modes including major gifts, grants, and events
- Minimum of five years of experience in development
- Strong preference for applicants who have previous experience in a school-based setting

To Apply: Please send a resume and cover letter to Melissa Myers, Head of School at mmyers@sterneschool.org.

