



Director of Development
Seattle Country Day School
Seattle, Washington

Seattle Country Day School (SCDS) is an independent school that serves more than 400 gifted students, grades K–8, on a 2.4-acre campus on the north slope of Queen Anne Hill in Seattle, Washington.

At SCDS, we know gifted children can be intense, verbal, and imaginative; we also know that gifted children come from every community, every race, and every socioeconomic class. At SCDS, students find a warm, welcoming classroom, one based around the concept of inquiry, a method where teachers encourage students to explore, to ask questions, to experiment, and to create. The school also prioritizes social-emotional learning, which is informed by diversity, equity, and inclusion concepts. This attention to the whole child, and to the world they live in, stimulates children’s intellect and imagination, and helps foster qualities such as flexibility, empathy, integrity, and compassion.

In our work and in our hiring processes, SCDS is guided by a multi-year strategic plan that focuses on two interconnected priorities: retaining and attracting excellent faculty, especially faculty of color, and increasing the racial and socioeconomic diversity and inclusivity of our school. We encourage everyone who is interested in this position to apply.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Qualifications for the Position

Thorough knowledge of principles and practices of all aspects of nonprofit development, preferably with experience in independent schools; ability to supervise and manage staff and operations, to work on multiple projects and assignments concurrently while prioritizing multiple agendas, to articulate Seattle Country Day School's mission, interests and needs, to build a strong social and business presence that can successfully represent Seattle Country Day School to donors and trustees, to work in a team environment with school administrators, and to effectively build positive working relationships both within and outside the school community. Experience with managing, organizing, and implementing annual funds and auctions required. Bachelor's degree is required. Must have excellent oral and written communications skills, and be exceptionally organized, accurate, flexible, and a quick learner. Database management experience required.

Responsibilities

Annual Giving

- Plan development policies and procedures;
- Development special solicitation materials and campaign ads, coordinate communication and dissemination of materials (email or regular mail) and personally contact potential contributors;
- Plan and coordinate a variety of fundraising activities and programs to promote the concepts of annual giving and planned giving among alumni, faculty, and friends of SCDS;
- Develop and maintain personal contact with prospects to development their interest in SCDS programs;
- Represent the School before groups and individuals to explain fundraising activities supportive of SCDS;
- Work with the board development committee and enlist parent council and alumni volunteers to assist in the campaign;
- Other duties as assigned.

Annual Auction

- Manage, organize, and implement the school's annual auction;
- Work with Parent Council and board development committee on developing themes, budgets, and other auction-related activities;
- Other duties as assigned.

Planned Giving and Major Gifts

- Develop and promote ideas, methods, and devices for planned giving and major gifts;
- Develop marketing materials to educate and encourage planned giving and major gifts;
- Coordinate donor acknowledgement and stewardship activities;
- Other duties as assigned.



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Alumni Relations

- Guide and oversee alumni relations and create and promote activities designed to ensure that alumni are involved, interested, and cultivated for future giving;
- Other duties as assigned.

Development Services

- Supervise the development associate;
- Manage, organize, and/or provide support for all school-wide special events
- Ensure that all charitable gifts are received, processed, and acknowledged in a timely manner;
- Maintain working knowledge of relevant IRS regulations, ensuring all acknowledgments and activities are compliant;
- Produce all reports and data for tracking fundraising;
- Act as liaison between development and business office. Produce reports, maintain and report data on time, and reconcile monthly to ensure gift records are correct in both offices;
- With the development associate, ensure accurate biographical and gift data and assist with any questions or needs surrounding that data. Manage architecture, coding, and reporting in Veracross;
- Plan, prepare, and propose development budget for approval and track departmental budget;
- Other duties as assigned.



Salary and Benefits

This position is full-time and based on a 12-month schedule. Flexibility and availability to work hours outside of the regular school day are required. SCDS offers a competitive salary and benefits package. Benefits include medical, dental, vision, life insurance and long-term disability, excellent retirement plan, and section 125 plan. Salary range is \$140K-\$180K.



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Interested Persons Contact

Jonathan K. Ball
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Carney, Sandoe & Associates
617-933-3450 (dir)
jball@carneysandoe.com

All inquiries and nominations are kept confidential.

SCDS is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at SCDS are made without regard to race, color, religion, sex, age, national origin, citizenship, veteran, military, or marital status, disability, genetic information, sexual orientation, gender expression/identity, pregnancy (including childbirth and related medical conditions), or any other status protected by applicable law. SCDS will not tolerate discrimination or harassment based on any of these characteristics.



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