



## Director of Development

Headwaters School  
Austin, Texas

Headwaters School, a nonprofit 501(c)3 Prek-12 school across three campuses in Austin, Texas, is excited to present the opportunity for our next Director of Development. Looking forward to our 25th anniversary in Fall 2026, we are seeking a dynamic and energetic fundraising professional to grow and innovate our culture of philanthropy. In the early planning stages of a capital campaign for the recent acquisition of a historic home in downtown Austin, this position provides an opportunity to help shape and define the strategic vision for the future of our school.

### Director of Development

The ideal candidate will enjoy working in a fast paced, warm and collaborative environment, in an institution with a deeply rooted mission in education and peace. At Headwaters School, we believe in the power of young people to solve challenges big and small. That's why we've built our culture around student-led challenge and growth. Because when students are grounded in empathy and they are ready for any opportunity life brings their way.

The Director of Development works in partnership with the Senior Director for Finance and Advancement, Head of School, board, employees, and students to meet our annual and long-range development goals. This includes capital campaigns for long-term construction projects, fundraising for the annual campaign, pursuing major gifts, acknowledging and stewarding donors, and overseeing fundraising events. This key leadership position also supports the Head of School and Senior Director of Advancement in managing the school's external relations.



Carney  
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& ASSOCIATES

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The Director of Development creates an annual development plan and takes primary responsibility for implementing the plan to meet giving goals from individuals, corporations and foundations. The position also manages timely donor and prospect reports. The Director of Development, in collaboration with school leadership, also determines strategies to reach the school's goals and reinforce the school's purpose, promise and PACT. This position builds relationships with current and potential donors including but not limited to parents, students, alumni, employees, community members, and other potential funders. This position reports directly to the Senior Director for Finance and Advancement. This position requires occasional nights and weekends for events. This position will begin Summer 2025.



### Key Responsibilities:

- Develop and implement strategic major donor events, capital campaign, and fundraising projects required to meet gift revenue goals.
- Create and implement strategies to identify, cultivate, solicit, secure, and steward donors and grants.
- Strategically interface with the Head of School, Senior Director for Finance and Advancement, and the Board of Trustees in all activities related to fundraising and donor relations.
- Oversee relationship management activities, delegating when appropriate to employees and/or volunteers.
- Lead the research, identification, cultivation, solicitation, and stewardship of the grant program targeting foundations and corporate grants.
- With support from Development office staff, prepare an annual case for support and annual report on giving and finance.
- Implement and manage donor recognition programs, ensure delivery of timely acknowledgments and thank you efforts.
- Works with the Business Office to ensure accurate and timely recording of fundraising revenue and expenses.
- Oversee all gift processing, tracking and record keeping to align with audit and business office procedures.
- Actively interface with and strategically guide the work of the Board Development Committee and be responsible for implementing the committee's work.



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**Key Responsibilities(continued):**

- Work collaboratively with the Communications and Marketing Department and outside contractors to ensure brand alignment.
- Supports the Parent Volunteer Committee as needed.
- Attend all board of trustee meetings.

**Experience and Skills:**

- Bachelor's degree, required
- Minimum of five years of fundraising experience, required
- Experience in an educational environment, preferred
- Experience with an anniversary celebration, preferred
- Deep knowledge and connections within the Austin philanthropic community, preferred
- Demonstrated success in securing leadership gifts
- Strong commitment to equity and inclusion practices in the workplace
- Exceptional interpersonal skills with ability to cultivate and build relationships with a variety of constituencies including students, families, employees, administrators, alumni and guests
- Strong organizational and time management skills
- Proficiency in Google Suite required, experience with fundraising software required (Headwaters currently uses Virtuous, but experience in any donor software is allowed).
- Professional presentation skills, excellent written and verbal communication skills
- High ethical standards and strong professional boundaries



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### **Compensation:**

This is a full-time, salaried, exempt position and compensation is competitive for the greater Austin area. The School offers a wide-range of benefits including generous paid time off, 100 paid medical insurance for the employee, a 401(k) retirement plan, on-going professional support and continuing education opportunities, 50% tuition remission for enrolled children of full-time school employees, and a unique working environment where you are able to share and receive ongoing feedback.

### **Interested Persons Contact:**

Jonathan K. Ball  
 Managing Associate  
 Carney, Sandoe & Associates  
 617-933-3450 (dir)  
[jball@carneysandoe.com](mailto:jball@carneysandoe.com)

*All inquiries and nominations are kept confidential.*

*Headwaters School welcomes applicants from all backgrounds. As a 501(c)3 non-profit school, Headwaters School provides equal employment opportunities to all employees and applicants without regard to race, color, creed, national origin, religion, gender, age, disability, veteran status, sexual orientation, genetic information or any other classes protected by federal, state, or local anti-discrimination law. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*



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