TAMPA PREP

Director of Development
Tampa Prep
Tampa, FL

About Tampa Prep

Tampa Prep is a coeducational, independent day school serving approximately 710 students in grades 6–12 and the only private school of its kind in the Tampa Bay area. Prep offers an innovative, forward-thinking learning environment that is intentionally tailored to the individual needs of each student. Students are prepared for a world of accelerated change by fostering a culture of creativity, curiosity, and excellence. Located on a beautiful campus in downtown Tampa along the city's award-winning Riverwalk, the school leverages its proximity to world-class museums, galleries, performing arts centers, and parks to extend learning beyond the classroom.

Carney Sandoe & ASSOCIATES

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Director of Development

The Director of Development is responsible for leading the School's efforts in the areas of fundraising, alumni relations, communications, and marketing. The director ensures the success of all development functions of the School including identification, cultivation, solicitation, and stewardship of donors; capital and endowment fund raising; annual fund; auction; major gifts; planned giving; some special events, and new initiatives. The job requires high energy, solid organizational skills, great tact, political instincts, a strong memory, entertaining and management skills, social and emotional intelligence and the ability to function with grace under pressure. The Director of Development reports directly to the Head of School.

Essential Functions

- Articulates and provides innovative and strategic philanthropic vision for the School.
- Develops clear, compelling messages to the internal/external constituency describing the School's strengths and aspirations so they understand programmatic objectives and the School's future direction.
- Devises and manages programs designed to attract maximum gift support to the School.
- Keeps the Head of School and Development Committee informed of the fundraising activities of the office.
- Develops and implements plans to increase constituent support of, and involvement in, the School.
- Makes fundraising solicitations.

Essential Functions (continued)

- Creates strong team environment for development staff where each individual is valued and encouraged to innovate in order to improve the overall fundraising effort.
- Oversees a coordinated publications and printing program, which will most effectively communicate with the various constituencies of the School.
- Maintains a complete program of research into and an action plan of solicitation of the School's key prospects.
- Serves as staff liaison to the Development Committee of the Board of Trustees.
- Manages relationships with Parents Alliance, Alumni Association, and Auction Committee.
- Oversees processing of all gift income for the purpose of providing receipts and the maintaining of giving records.
- Leads professional and volunteer staff to carry out the activities of the office.
- Supervises the Director of Marketing & Communications, Director of the Annual Fund, Director of Stewardship and Constituent Relations, Assistant Director of Stewardship and Constituent Relations, Development Assistant and any additional positions created within the department.
- Effectively develops and administers the development budget.
- Selects and hires highly qualified persons to serve as members of the development team.
- Acts as liaison with other senior administrative staff and faculty to ensure fulfillment of the School's contractual obligations; coordinates schedules, arranges for rentals, and coordinates procedures where the interests of all are involved.
- Represents the School to all of its constituents including parents, alumni, students, grandparents, business community, faculty, and staff.
- Excels in customer service including 24-hour turnaround on return phone calls and a positive, assisting attitude at all meetings, visits, and public events. Regular reporting on your progress to the Head of School.
- Supports the School and its leadership at all times.
- Maintains a good sense of humor, optimism, and a passionate commitment to the principles

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Competencies

- Ability to model professionalism, ethical leadership, and adherence to school rules and policies.
- Ability to maintain confidentiality and apply sound judgment around when information can and cannot be shared with those with a "need to know."
- Organizational skills, ability to effectively manage multiple tasks as well as the flexibility to meet job requirements beyond the school day and the school year.
- Interpersonal skills, patience, good humor, tact, discretion, and diplomacy in dealing with sensitive circumstances, ability to maintain collegial relations with colleagues
- Excellent verbal and written communication skills, ability to communicate complex information in a clear manner

Required Education & Experience

- Bachelor's Degree
- At least 5 to 7 years of development experience in building the infrastructure of a development program, formulating and executing a successful fundraising plan, and strategic management of a large-scale capital campaign.
- Proven ability to cultivate, solicit, and steward leadership gifts at all levels, including the seven and eight figure level.

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Compensation

Tampa Prep offers a comprehensive benefits package and a competitive salary that will be commensurate with the local and national independent school market. Final salary will depend on several factors, including a candidate's qualifications, skills, education, and experience.

Interested Persons Contact

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

All inquiries and nominations are kept confidential

Tampa Prep is an inclusive and open-minded environment that does not discriminate according to race, color, national origin, religion, gender, sexual orientation, gender identity, or matters of individual choice. Tampa Prep does not engage in personnel practices prohibited by federal law. This policy extends to all activities and aspects of the school and specifically to the practices of faculty and staff hiring and management, in student admissions, student evaluation, discipline and student life.