



## **Director of Development - Part-Time, Dedham, MA**

### **Organization Overview**

Horizons at Dedham Country Day School (DCD) is an award-winning program that helps build brighter futures for under-served children in the Greater Boston area. Modeled after the national Horizons Student Enrichment Program, Horizons' intensive six-week summer program is designed to prevent summer decline in academic performance and close the opportunity and achievement gaps. The program begins in prekindergarten and serves its students throughout their educational careers, helping them build skills and self-confidence and realize their full potential through a unique blend of academic and cultural and recreational enrichment activities. Additionally, Horizons provides direct, individualized academic support and tutoring to its students throughout the year. Working in partnership with Horizons families, public schools in Dedham and Boston, and the host school, Horizons at DCD is committed to developing the whole child and offers activities that promote higher-level thinking and perspective, leadership development and boost self-efficacy – all while raising student aspirations and expectations for their lives.

Horizons will serve approximately 150 students in the summer of 2023, from prekindergarten through eighth grade and will continue to grow through the development of a high school program. For more information about Horizons, please visit <https://www.horizonsdcd.org/>

### **Position Summary**

Horizons at DCD is seeking a Director of Development to provide support for all core activities of development, including annual giving, grant research, event management, and marketing/communications.

This is a fantastic growth opportunity for an individual with strong program management skills and a passion for closing the opportunity and achievement gaps for students in Greater Boston. The Development Director will benefit from the mentoring and guidance of the Executive Director, and with success in the role, will be supported in taking on new levels of responsibility as an organizational leader.

### **Responsibilities**

#### **Database Management**

- Serve as primary database administrator for Raiser's Edge
- Create financial reports, mailing lists
- Track, enter, and acknowledge all gifts received
- Update or create constituent records as needed
- Build queries for external communications

#### **Marketing**

- Create slideshows, videos, and email templates for marketing and e-solicitations
- Assist with research related to grants
- Create marketing materials including photographs at events, for use on the web and in publications

- Support Executive Director with the Annual Impact Report
- Provide other logistical and administrative support as needed

### **Events**

- Track RSVPs, Sponsorships and send thank you letters
- Provide support for the various aspects of the Event - the Program, Speakers, Silent Auction, and Fund a Need
- Coordinate and assist with Event set up and break down, attend events (some nights and weekends) and create post-event reporting

### **Fundraising**

- Seek corporate sponsorship opportunities
- Attend all fundraising functions
- Develop a culture of donor stewardship

### **Qualifications**

- At least 3 years of professional experience, with prior success in development and marketing in the non-profit sector.
- Excellent interpersonal skills, cultural competency, and demonstrated ability to build and sustain positive and respectful relationships
- Passionate commitment to ensuring success for all students and closing the achievement and opportunity gaps
- Ability to thrive within a small team environment and work collaboratively or independently as needed, with high degrees of personal initiative and accountability

*Prior experience in any of the following areas will be considered a plus:*

- Supporting fundraising events and activities
- Managing social media and other marketing activities
- Supervising staff
- Collaborating with a Board of Directors or similar entity

### **To Apply**

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in PDF or Word format, addressed to the Search Committee at [hkuljancic@dcds.net](mailto:hkuljancic@dcds.net). Applications will be reviewed on a rolling basis.

*Horizons at Dedham Country Day School offers a competitive salary and benefits, commensurate with experience and skills.*

*Horizons at Dedham Country Day School is an equal opportunity employer.*

**Compensation - \$32/hr**  
**Up to 19 Hours per week**