



## **Development Officer**

The Development Officer will play a vital role in the development efforts of New Hope Academy by serving as the primary cultivator of leadership and mid-level donors from a variety of constituencies (alumni, alumni families, current parents, grandparents, and community donors) with a constituent portfolio of between 150-200. They will also have primary stewardship of the monthly donor program and the Stronger Together annual campaign. This role is a full-time, twelve-month position, primarily working on-site with significant local travel involved. A bachelor's degree and previous experience are preferred.

Primary responsibilities will include:

- Cultivating current donors to increase giving primarily with individuals (but also corporations, churches, and other organizations) with an emphasis on leadership and mid-level donors
- Identifying and adding new leadership and mid-level prospective donors
- Reactivating lapsed leadership and mid-level donors
- Communicating effectively with the various constituencies that contain leadership and mid-level donors (in coordination with the Director of Communications) in order to keep them up to date with the current state of the school
- Developing donor plans for current and prospective donors
- Maintaining accurate records of meetings with donors in Raiser's Edge donor management system
- Networking in the community to increase brand recognition of New Hope Academy and to discover new donors
- Participating in all relevant Development events where donor cultivation occurs
- Working collegially and collaboratively within the Development team and the faculty/staff of New Hope as a whole
- Assisting as needed in developing and implementing development strategy
- Other duties as assigned by Director of Development and/or Head of School

Minimum qualifications:

- Commitment to the mission and vision of New Hope Academy
- Relationship with Jesus Christ
- Maturity and leadership with the ability to serve as a unifying force and to position discussions at both the strategic and tactical levels
- Self-starter, able to work independently
- Demonstrated ability to build relationships and collaborate effectively with diverse stakeholders
- Strong communication skills, both verbal and written, with the ability to convey information clearly and persuasively to different audiences
- Cultural competency and sensitivity to the needs of diverse student and family populations
- Experience using Raiser's Edge donor management system preferred

Education and experience required:

- Bachelor's degree
- Experience with fundraising and development work

Application Process:

Please submit resume and cover letter via email to [ppage@nhafranklin.org](mailto:ppage@nhafranklin.org)