

## BISHOP JOHN T. WALKER SCHOOL FOR BOYS

### **POSITION OPENING**

#### Director of Development

**OVERVIEW:** The Bishop John T. Walker School for Boys is a tuition-free private school for boys from low-income families in Washington, DC, sponsored by the Episcopal Diocese of Washington.

Named in honor of The Right Reverend John T. Walker, the first African-American Bishop of the Episcopal Diocese of Washington, the Bishop Walker School is open to boys of all faiths and religious traditions. Currently serving students in grades Pre-K, Kindergarten, and first, the school will add a grade level per year, through grade eight.

The Bishop Walker School fosters the love of learning, intellectual curiosity, spiritual foundation, and moral character each boy will need to achieve his fullest potential as a student, as a citizen, and as a child of God.

**POSITION RESPONSIBILITIES:** Working in concert with the executive director, governing board, and development committee, the director of development will be responsible for designing and directing the implementation of a comprehensive fundraising plan with annual goals, objectives, and strategies for fundraising programs directed at individuals, foundations, corporations, and churches.

The director will manage, motivate, and develop a high-caliber team to ensure the successful achievement of the Bishop Walker School's fundraising goals. The director will implement strategies to identify, cultivate, and solicit donor prospects and oversee the maintenance of a comprehensive donor database. The development director will also conceptualize and write fundraising proposals and nurture loyalty in stakeholders and donors through a comprehensive relationship-building program.

The development director will personally foster relationships with and solicit gifts from major donors, corporations, foundations, and churches.

The development director will report to the executive director and be a member of the senior management team; will work closely with the governing board and other volunteers, and be accountable for fundraising results.

**QUALIFICATIONS:** The ideal candidate will have:

- A college degree;
- 5-7 years proven success in professional fundraising, with demonstrated experience in face-to-face major gift solicitation;
- Management experience, including supervision of staff and work with nonprofit boards of directors;
- Excellent oral and written communication skills;

- High energy, team-orientation, enthusiasm, and a positive attitude in a demanding environment;
- A strong work ethic and a proven record of working independently and achieving results;
- Working knowledge of Microsoft Office and fund-raising software;
- Flexibility, creativity, a sense of humor, and an entrepreneurial spirit; and
- Sensitivity and a passionate commitment to the mission of the Bishop John T. Walker School for Boys.

**To express interest in this position, please send résumé and desired salary to:**

**Bishop John T. Walker School for Boys  
ATTN: Director of Development Search  
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Washington, DC 20016  
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