



Director of Development

Job Summary

Preston Hollow Presbyterian School is seeking a full-time Director of Development for the 2025-2026 school year. PHPS is an established school in North Dallas, pursuing a Director of Development currently to help the school explore further growth and expansion of opportunities in the market. Successful candidates will have experience in fund raising, marketing, relationship-building with donors, trustees, parents, alumni, and the community. The Director of Development will work with the School Director, Administrative Team and Board of Trustees to develop and coordinate the school's strategy for the implementation of ongoing fundraising projects, promotion of public relations and marketing initiatives in the community, and expansion of relationships that benefit the school.

Duties and Responsibilities

The job description below is not designed to cover all activities, duties or responsibilities that are required for this position

- Implement and execute annual fundraising plan including goal setting
- Develop stewardship strategies of individual donors and prospective donors
- Initiate and coordinate activities to seek out corporate and foundation funds
- Supervise accounting of gifts and pledges
- Serve on the Administrative Team
- Work with Parent Club and Administrative Team to implement and manage fundraising efforts, including, but not limited to the Annual Campaign, the Capital Campaign, and Endowments
- Oversee production and dissemination of external publications and marketing materials
- Plan, schedule, and coordinate activities for special groups
- Promote the school's mission, philosophy and purpose
- Maintain alumni relationships and manage donor portfolios
- Oversee the donor database system to support fundraising efforts; experience with DonorSnap is a plus.
- Prepare and present regular reports on fundraising progress
- Manage grant writing and identification of new grant opportunities

Qualifications

Knowledge, Skills and Abilities

- Applied understanding of basic fundraising principles and development best practices
- Ability to promote dynamic aspects of a small, unique school
- Ability to build morale, promote school culture and vision
- Strong work ethic and Impeccable integrity
- Optimistic, collaborative leadership style
- Strong organizational skills
- Proficient in Google Workspace applications, Microsoft Office Suite and other business computing tools.
- Willingness to approach and interact with a broad spectrum of people
- Database and spreadsheet proficiency
- Robust interpersonal, verbal communication and presentation skills
- Ability to initiate and implement program initiatives

Education and Experience

- Bachelor's degree required, master's degree a plus
- Experience in non-profit fundraising
- Experience in independent school preferred
- Proven track record of meeting fundraising goals

Additional Duties and Responsibilities

Additional duties may include some or all of the following tasks. Other duties may be assigned.

- Attend Staff Development meetings as needed
- Attend School Board meetings

- Attend school events, such as chapel, music programs, all school party, graduation

It is the policy of Preston Hollow Presbyterian School to make employment decisions on the basis of qualifications for a specific job without regard to race, color, religion, sex, sexual orientation, marital status, national or ethnic origin, age, veteran status, or the presence of a disability, except where such is a bona fide occupational qualification. Resumes are not considered an application for employment and are active for 90 days after receipt.