**Associate Director of Development**

The Green Vale School is a co-educational, independent day school (PN-8) located on a beautiful 40 acre campus on the North Shore of Long Island.  Approximately 25 miles from New York City, Green Vale has served families in surrounding communities almost 100 years. While responsive to the best in current educational practices, Green Vale continues to believe in the value of a traditional liberal arts education. The School’s mission emphasizes academic excellence and keen attention is paid to the development of the whole child.

The Green Vale School seeks a dynamic and dedicated professional to serve as the Associate Director of Development. The Associate Director is primarily responsible for assisting the Director of Development (DOD) in all fundraising and development activity, helping to advance the vision of the School through strategic fundraising, stewardship and community building.

**Key responsibilities:**

* Assist in the development of a 3-5 year strategic plan and timeline for Annual Fund, Special Events, Capital Campaign, Planned Giving, Prospect Research, Gift Processing, and Stewardship
* Research, cultivate, solicit and steward a portfolio of gifts from select parents, alumni and affiliates
* Create and maintain solicitation schedule, track and analyze results, communicate progress to solicitors and produce status reports
* Strengthen the School’s alumni network through direct contact, outreach to class agents, social media and the online portal
* Help build strong relationships within the school community and engage new parent volunteers
* Provide ongoing support for the School’s annual fundraising events, including the annual Gala, Fall Boutique, and PA sponsored events
* Collaborate with DOD and Communications on all parent and donor outreach, including online and collateral materials

**Experience and skills:**

* 3+ years’ experience in development and fundraising, preferably education
* Strong interpersonal skills and ability to work with a wide range of individuals from diverse backgrounds while maintaining strict confidentiality
* Excellent verbal and written communication skills
* Ability to multitask, organize and prioritize in order to meet deadlines and goals
* Knowledge of fundraising or CRM database management software, ideally Raiser’s Edge
* Proficiency with MS Word, Excel, Powerpoint, Google Docs and Adobe.

This is full-time, 12-month position. Bachelor’s degree required. Salary is commiserate with experience.

Please send a cover letter and resume to tdellicicchi@greenvaleschool.org . No phone calls please.