

## **DIRECTOR OF DEVELOPMENT JOB DESCRIPTION**

Transfiguration School is seeking a seasoned professional to fill the role of Director of Development. As part of senior management, the incumbent is expected to oversee all areas of fundraising, marketing and communication. In addition, this person is tasked with providing strategic leadership for the institution as it continues its expansion and growing presence in Lower Manhattan.

In the last three years, the development office has been transformed into a high functioning aspect of the school's growth and has provided a reliable source of revenue to sustain its competitive edge. This includes the completion of a \$1 million capital campaign and the tripling of fundraising income in that time. The incumbent is expected to sustain this level of growth.

Long known as the 'immigrant school', Transfiguration School has been providing educational excellence to successive waves of immigrants and their children since 1832. Located in Lower Manhattan, Transfiguration nurtures the mind, body and spirit in a family-centered environment to develop thoughtful and responsible learners. The school was recognized nationally as a **Blue Ribbon** school in 2011.

### **Specific Responsibilities:**

- Oversee all aspects of the fundraising and alumni office with increasing year on year goals
- Manage and produce annual special events that include one golf tournament, black-tie a gala and an informal dinner.
- Manage campaigns and direct mail solicitations year round.
- Grant writing, research and budgeting
- Cultivate high value individuals and corporates
- Create and manage educational programs and relationships with external entities as needed
- Manage marketing and communication tools that include social media, website and all print materials
- Provide training and capacity building as well as assist in budgeting and financial matters
- Build Salesforce CRM

**TRANSFIGURATION**  
SCHOOL

NATIONAL BLUE RIBBON SCHOOL 2011





**Transfiguration School**  
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www.transfigurationschoolnyc.org

**Candidate Profile – This position requires:**

- At least 8 years of fundraising management, proven track record of individual and corporate donor cultivation and grant writing.
- Solid special events management and production experience
- Proven marketing and branding experience that includes social media and print production with a critical eye for design
- A demonstrated ability to negotiate complex situations with a high level of diplomacy
- A self-starter and strategic thinker who can work independently and in rapidly changing situations
- A Bachelor’s degree; Master’s preferred

Please submit cover letter and CV with “Director of Development” on the subject line to:

Dr. Patrick Taharally

[ptaharally@transfigurationschoolnyc.org](mailto:ptaharally@transfigurationschoolnyc.org)

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