



STANLEY BRITISH PRIMARY SCHOOL

Joyful Lifelong Learning

Job Title: Director of Development
Reports To: Head of School
FLSA Status: Exempt-12 month
Anticipated Start Date: As soon as available; Preferably before January 1, 2026

About Stanley

Stanley British Primary School is a progressive independent PK-8 school, enrolling approximately 465 students across the Denver metro area. For over 50 years, Stanley classrooms have been filled with engaged learners guided by inspired teachers. Our British Primary philosophy promotes the simple notion that when students enjoy what they're doing and take an active role in their education, learning truly becomes a joy and a lifelong endeavor. Stanley BPS is committed to maintaining a diverse and inclusive school community. The school has built a strong reputation in the Denver area and is in strong financial health with consistent enrollment, over a \$10 million endowment, and no long-term debt.

Mission

We engage, challenge and inspire children to reach their potential and develop their own voices within an inclusive, diverse and collaborative community that values distinct contributions and abilities. We prepare teachers to implement our vision, mission and values, and we share our educational approach with the larger community.

Position Description

Reporting to the Head of School, the Director of Development leads the Office of Community Engagement and works closely with the Head of School and the Board of Trustees. The Director of Development is a member of the Senior Leadership Team and provides strategic and relational leadership to ensure the present and future financial health of the school.

Specific responsibilities include:

- Building and strengthening connections with all members of the community including current parents, alumni, alumni parents, faculty/staff and the Board of Trustees to support contributions of time, talent and treasure and cultivate a culture of giving throughout the school.
- Develop and manage all activities related to school fundraising initiatives, including but not limited to the Annual Fund (~\$500K goal), Gives Week, gala event, Capital Campaigns, 8th grade trip fundraising and others as determined necessary. A focus and appreciation for both participation and dollars raised is important.
- Develops long-range plans for current and prospective donors' involvement in the life of the School.
- Develops relationships, solicits, and stewards major gift prospects and donors.
- Oversee the creation of solicitation and acknowledgment letters.



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- Oversees the budget for the program and performs ongoing tracking of expenses and revenue.
- Oversee, maintain and utilize the database for tracking all donor activity including meetings, gifts, phone calls, prospect research, etc, and ongoing analysis for donor performance and segmentation.
- Provides periodic analysis of fundraising efforts and status to the Head of School Development Committee, and the Board of Trustees.
- Leads strategic planning for advancement, which is driven by and supports the School's strategic plan, priorities, and goals.
- Manage all day-to-day elements of the Office of Community Engagement which includes supervision of a team that includes an Events Manager and Fundraising & Events Coordinator.
- Work with the Office of Community Engagement and Head of School on strategy for when to hold events that will encourage engagement and elevate philanthropic support of the school among donors and all community members.
- Collaborate with faculty and staff including facilities and technology teams to ensure strong execution and coordination of events.
- Conduct regular segmentation and data analyses to help inform new strategies for activating donors
- Collaborate with the Finance department to ensure records reconcile with accounting records.
- Assists the Head in providing support to the Board of Trustees and its committees, including utilizing the talents and ideas of the Board to expand Stanley's fundraising efforts.
- Nurtures a strong partnership with the Parent Association and school. This involves providing guidance and oversight for PA fundraising initiatives, encouraging volunteer participation, and ensuring consistent communication to build a strong school community.

QUALIFICATIONS:

- Bachelor's Degree
- At least five years of leadership experience in development at a school or non-profit
- Prior success in fundraising, communications and/or alumni administration.
- A deep commitment to be engaged in the community and strong track record of building relationships.
- Strong mission alignment and belief in Stanley's educational approach
- Ability to conceptualize, plan, and implement a cohesive strategy for fundraising
- Strong oral communication and writing skills and a sophisticated understanding of what should be communicated to different audiences, from parents to alumni to prospective students to various media outlets.
- An understanding of the current trends in development and the issues



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facing independent schools.

- Ability to work effectively with volunteers and boards.
- Ability to provide leadership that inspires and motivates others.
- Ability to collaborate with leadership team members to amplify one another's efforts.
- Ability to work on-site 5 days a week

Statement of Inclusion

Guided by our mission, Stanley British Primary School is committed to an ongoing journey of building awareness, analysis and action around equity and belonging to ensure that all students experience the joy of learning in an environment that welcomes the expression of their fullest selves. We believe that the varied identities, life experiences and voices of all members of our community are a source of strength that enriches the learning environment and helps prepare our students to be socially and emotionally intelligent leaders on our campus and in the world. We hold ourselves accountable to this aim by regularly evaluating and refining curricula, policies, and practices, and committing the appropriate resources to ensure we embody these beliefs every day.

Equal Opportunity Employer

Stanley BPS is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, ethnicity, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, or veteran status. This policy covers all programs, services, policies, and procedures of Stanley BPS, including admissions, employment and access to services and programs

Salary Range & Benefits

\$100,000 - \$ 120,000 Annually

Stanley offers a competitive benefits package which includes medical, dental, and vision coverage, 403(b) retirement, long-term disability, life insurance, discounted lunch, and tuition remission opportunities. The school has a strong community ethos and culture with a very supportive parent community.

Interested candidates should send their cover letter (required), resume and list of references to Susan Farr, Executive Assistant to the Head of School. susan.farr@stanleybps.org Interim candidates will be considered but a full time hire is the priority.