



Director of Development

Watershed School (a progressive 6-12 independent school in Boulder) and Friends School (a progressive PS-8 independent school in Boulder) are unifying to create Boulder's only PS-12 progressive independent school. This is a unification based on multiplying strengths – by joining as one school we can provide a more seamless, stronger educational experience for our students, and we can be a transformative presence in Boulder County highlighting the value of innovative, progressive educational approaches. For the 2025-2026 school year we will be operating programmatically as two schools, unifying into one program for the 2026-2027 school year. However, we are merging some functions early, including our development efforts.

We are seeking a passionate, engaged, and strategic development professional to lead our fundraising efforts through the unification and beyond. This is an extraordinary and unique opportunity to join our team and, using your knowledge and skills, build and implement the next iteration of our development program. Both Friends School and Watershed School have strong fundraising track records – the opportunity here is to build on these successes and take the unified school to the next level!

The Director of Development is a member of the school's leadership team and reports to the Head of School. This is a full-time, year-round, exempt position.

Essential Duties

- Manage the already strong Annual Giving programs, working to unify the efforts at Friends and Watershed into a single coherent strategy.
- Partner closely with the Board of Trustees and the Head of School to design a comprehensive campaign strategy to leverage the unification of the two schools.
- Steward our alumni and donors through the unification, building a strong base of support for the future.
- Collaborate with Admissions, Communications, and Marketing to create and sustain a cohesive Advancement strategy that amplifies the unification story.
- Building on the opportunities of the unification of our schools, develop and lead fundraising efforts that will propel us into our next phase (for example an "Innovation Fund" mini-campaign, a "Great Teachers" mini campaign).
- Steward our alumni and donors through the unification, building a strong base of support for the future.
- Continue to develop and implement identification, cultivation, solicitation, and stewardship plans to increase alumni and parental support of, and involvement in, the institution.

- Manage our program of research into and an action plan of solicitation of the school's key prospects.
- Begin planning for the school's next capital campaign.
- Oversee development events for the School.
- Oversee gift entry, gift reporting, gift acknowledgement, and database management.
- Reconcile advancement and business office gift records and monitor restricted gift expenditures to release funds from restriction.

General Responsibilities

- Develop and lead a professional and volunteer staff to carry out the activities of this office.
- Participate fully in the life of the school including attending special events, school functions, and other activities.
- Serve as staff support for the Advancement Committee of the Board of Trustees.
- Perform other duties as assigned by the head of school.
- Support the school and its leadership.

Ideal Qualifications

- Minimum 5 years experience in development in an independent school or nonprofit setting
- Masters Degree in a relevant discipline
- Excellent verbal and written communication skills
- Ability to develop strong professional relationships with diverse constituents
- Ability to solicit financial support and comfort with different solicitation methods, including direct mail, electronic, personal communication, and in-person
- Demonstrated track record of annual fund growth and major gift solicitation at all levels, including six and seven-figure gifts
- Strong data management and analysis skills
- Experience with Blackbaud's Raiser's Edge and Google platforms
- Willingness to work as a one-person department
- Deadline and detail oriented, but with ability to prioritize and demonstrate adaptability
- Ready to "hit the ground running"
- Ability to communicate and work in a team environment
- Understanding of, and commitment to, progressive education

Compensation and Benefits: The salary range for this position is \$95,000-\$125,000 depending on experience. This position is eligible for health, vision, dental, flexible spending accounts, short and long term disability, life insurance, 401(k) with matching contributions, tuition remission, professional development opportunities, and generous vacation time.

To apply, please send a resume and cover letter to info@watershedschool.org

We are an equal opportunity employer, and we strongly encourage candidates of all backgrounds, genders, and abilities to apply. Review of applications will begin immediately and continue until the position is filled. Candidates are strongly encouraged to submit materials by May 16, 2025.