

Director of Development  
Full-Time  
San Miguel School, Washington DC

San Miguel School (SMS) seeks an experienced full time **Director of Development** (DOD) to start January 3, 2024. Our mission is to transform lives through education. We are dedicated to providing students with a high-quality education that broadens opportunities for academic, spiritual, and physical growth.

The San Miguel program addresses the significant academic and social needs of under-resourced Latino boys who typically do not have access to a high-quality education and the opportunities that come with it. San Miguel School enrolls about 90 Latino boys in grades six to eight each year.

Responsibilities:

- Design and execute an overall strategic plan for the organization's annual giving program that generates more than \$2.5 million annually through combination of major events, individual solicitation, grants, annual giving and strategic partnerships
- Lead all annual giving and development operations, working closely with San Miguel School's President and Board of Trustees to leverage philanthropic support
- Responsible for overall income financial planning, income budgeting, forecasting and projections. He/She will build and manage the Development expense budget
- Oversee all necessary reporting to analyze results and maximize fundraising performance
- Create and manage development calendar
- Coordinate and oversee vendors and contractors
- Major donor pipeline planning, cultivation and closure
- Generate a development plan each year
- Oversee day-to-day operations of donor database and other platforms
- Prepare a variety of internal and external reports, publications and communications
- Build partnerships and work closely with donors, Board of Trustees, community organizations, corporations, churches, businesses and foundations
- Provide oversight and management for special events
- Be the expert and advise on usage of Salesforce, problem solving and creating useful solutions to needs.
- Periodic review and analysis of data for integrity and reporting purposes
- Attend school and development events after hours
- Work alongside President to create communication and hold events for San Miguel Circle
- Research, identify, cultivate and solicit new supporters
- Manage all grants and ensure that all applications, reporting and other deadlines are met
- Plan Career Day
- Work closely with the Director of Finance and Operations and YPTC to ensure all data entry are up to date.

Qualifications:

- Bachelor's degree required.
- K-12 or higher education experience preferred
- Experience leading stewardship, donor retention and donor communications
- Approximately 5+ years of relevant experience and a strong track record of leveraging data and communications to drive growth in development
- Proficiency in using Microsoft Office Suite, Google Suite, Salesforce (CRM)
- Detail-oriented and strong organizational, problem solving and time management skills
- Strong analytical skills
- Strong interpersonal skills and willing to build and maintain relationships
- Spanish speaking strongly preferred
- Commitment to San Miguel's mission

Benefits:

- San Miguel School offers a competitive benefits package including health insurance (medical, dental, vision), disability and life insurance, 401K retirement savings plan
- Salary is commensurate with experience

Please send a letter of interest, resume, writing sample and three references to: [mappel@sanmigueldc.org](mailto:mappel@sanmigueldc.org)