

Job Posting

Part-Time Development Director

Center School is a [highly regarded K-8 private school](#) in Abington, PA with a successful 28-year track record of providing children who have learning disabilities with a personalized education to identify strengths, challenges, and build confidence. Focused on students with challenges primarily in language-based learning and ADD/ADHD, Center School accepts students at all grades and makes it a goal to transition them into traditional schools when they demonstrate mastery of strategies to support their successful lifelong learning.

Reporting to the Head of School, the Development Director is responsible for developing a comprehensive advancement strategy to strengthen the School's outreach and fundraising capacity and success. The Director will enhance engagement and cultivate relationships within and beyond Center School's community by identifying, soliciting, and stewarding donors. The Director is an active member of the school community by attending events, volunteering to help colleagues and faculty, and vocally supporting the School and its mission.

Center School's Development Director is currently structured as a part-time role, offering the ability to negotiate flexible hours and working arrangements. It has the potential to transition to full-time with demonstrated success. The Development Director will work cooperatively with the Admissions and Marketing team to position Center School prominently with its primary external audiences. The Director will engage closely with the Board, the Board's Development Committee, the Parent/Teacher Organization and other volunteers to foster and build relationships.

Center School is looking for a qualified professional with at least three to five years of experience in development and alumni relations to be part of a team that will grow Center School and continue its stellar reputation of educating students with learning differences. We are particularly interested in candidates with strong experience in major gifts, annual fund and/or EITC/OSTC fundraising.

Specific responsibilities of this position include the following:

1. **Tax Credits:** Ensure reauthorization applications for the EITC/OSTC programs are submitted in timely fashion. Ensure all existing tax credit sponsors renew and identify potential new sponsors for solicitation by the Head of School.
2. **Annual Fund:** Create and manage the annual fund campaign and ensure it meets its goal.

3. **Data Management:** Process, maintain and update accurate donor data information in Raiser's Edge. Ensure that acknowledgements and tax receipts are generated promptly. Produce and analyze reports to measure donor activity, trends and history.

Interested individuals should direct inquiries or forward resumes to Mindy Wawrzyniak at mwawrzyniak@centerschoolpa.org.