

At Pacific Ridge School, our mission statement drives all of our work: *In a community that fosters academic excellence, ethical responsibility and global engagement, Pacific Ridge School prepares students for college and a purposeful life.*

Position Summary

The Director of Philanthropy and Alumni Relations reports to the Head of School and is charged with championing Pacific Ridge School's mission by designing and implementing programs and strategies that foster productive and positive relationships between Pacific Ridge constituencies and the School. The Director oversees all development and constituent relations activities and collaborates with the Head of School, senior leadership team, and the Board of Trustees to create and successfully execute strategies consistent with the School's mission and culture. The new Director will be joining a relatively young school that has been remarkably successful in fundraising – raising more than \$100M in its first 16 years. As recently as February, 2021, the School successfully completed an \$18 million comprehensive campaign that added a new Innovation Center & Library, established the School's endowment, paid down nearly \$2M in debt, and most importantly, broadened the donor base of leadership support of the School.

Essential Duties and Responsibilities (include, but are not limited to, the following)

- Oversee all Philanthropy and constituent relations at Pacific Ridge, including creating strategies and programs to expand and strengthen the School's current base of financial support. Such strategies would include increasing Annual Fund dollars and participation, building the endowment, developing sustainable funding for scholarships, introducing planned giving, and preparing for future campaigns.
- Serve as a strategic partner with the Head of School in identifying and cultivating relationships with high-capacity potential donors and growing the School's philanthropic by supporting the Head of School, trustees and volunteers in their targeted fundraising efforts.
- Work closely with the Board of Trustees on matters relating to strategic planning, donor relations, trustee development, and fundraising campaigns. Collaborate with and keep the Head of School, Board Chair, and the Development Strategy Chair apprised of all fundraising activities.
- Participate in the management and strategic vision of Pacific Ridge School as a member of the senior leadership team. Serve as a "thought partner" and sounding board to the Head of School. Support and advocate for the School and its mission.
- Promote the role of the Philanthropy Office within the School both by educating community members about how philanthropy is imbedded in the identity of independent schools and by maintaining a high level of involvement in the daily life of the School.
- Integrate fundraising activities at the School into a coordinated platform, including those conducted by parent organizations, clubs or student groups.
- Work collaboratively across the institution with admissions, communications, academics, athletics, and the business office.
- Oversee the development and management of the School's alumni relations program.
- Manage and motivate professional and volunteer staff to effectively accomplish fundraising goals.
- Monitor staffing structure and responsibilities, recruit new members as needed, ensure roles and responsibilities are aligned with individual strengths and skill sets, supervise work and evaluate performance.
- Introduce new technology and systems where needed to creatively and effectively improve all areas of work, including but not limited to constituent engagement and solicitation, database management, stewardship, and prospect research.
- Prepare and oversee the department budget.

Desired Experience & Qualifications

- The successful candidate should possess a knowledge of general fundraising principles and best practices. This professional will be expected to manage all areas of a comprehensive program.
- A track record of creating and implementing strategies that enhance and strengthen an existing fundraising effort by developing new avenues for giving, growing the number of donors, and increasing the contributions of current givers. One's skills should include research and analysis, critical reflection, and a willingness to think outside the box.
- Demonstrated evidence of the ability to raise major gifts, coupled with an understanding of donor cultivation and gift solicitation.
- Strong leadership, organizational, and interpersonal skills, combined with an ability to set priorities and implement decisions in a timely fashion.
- Able to develop purposeful relationships with people from varying backgrounds and within a variety of social settings.
- Excellent written and oral communication skills, including the ability to build a case for philanthropy with a wide range of constituents by educating parents, alumni and other potential stakeholders about the importance of giving.
- Bachelor's degree required; CFRE or other certification a plus.

Salary range:

\$130,000 - \$180,000

How to Apply:

Please email your resume to HR@PacificRidge.org.

Welcome to Pacific Ridge

Pacific Ridge School is an educational experience dedicated to developing strong minds and courageous spirits to serve students in young adulthood and beyond.

Our mission statement guides everything that we do. Its pillars - [academic excellence](#), [ethical responsibility](#), and [global engagement](#) - support our academic program, as well as the extensive number of co-curricular offerings, extra-curricular activities and opportunities our students explore. Its aims - preparation for college and a purposeful life - are realized by students who come to understand that learning is a joyful, life-long pursuit, and that the world contains many kinds of classrooms.

At the heart of Pacific Ridge School are the multi-faceted interactions between our students, their peers, and their teachers. This is a community designed to give its members space to grow; one that provides the opportunity to

stretch, along with the support and guidance needed to do it successfully. As our students challenge themselves academically, explore assumptions from new perspectives and become aware of their roles as members of a global community, they discover the kinds of people they would like to become.

We know the students that pass through our doors will be empowered to enact positive change in the world, and we enable them to do so with creativity and confidence. These outcomes would not be possible without the foundation of support and expertise of our outstanding faculty and staff. Pacific Ridge is an engaged, evolving, creative and collaborative environment. We look forward to sharing it with you.



Our Mission

In a community that fosters academic excellence, ethical responsibility, and global engagement, Pacific Ridge School prepares students for college and a purposeful life.

A Community of Care

Ours is a community designed to give all its members – no matter their age or level of experience – space to grow; one that provides the opportunity to stretch, along with the support and guidance needed to do it successfully.

We are committed to the growth of our teachers and offer opportunities for professional development as well as a wealth of potential mentorship within our deeply experienced faculty. The Harkness pedagogy enhances teaching skills in all disciplines and provides interest and variety to classroom instruction.

Faculty and staff members can follow their passions as advisors to clubs and service learning groups, as coaches, and as trip leaders during global travel. There are endless ways to get involved.

We invite you to get to know us and learn more about our community!

Diversity, Equity & Inclusion

At Pacific Ridge, we value the unique perspectives and experiences within our community and believe that each elevates the learning experience for all. Over a third of Pacific Ridge students identify as people of color as defined by the National Association of Independent schools, and diversity is represented on our campus in many ways. We provide a supportive environment in which students can explore their own understanding of gender, ability, race, religion, ethnicity and sexual orientation, as well as notions of equity and justice.

We invite you to learn more about our DEI initiatives by visiting <https://www.pacificridge.org/about/diversity-equity-inclusion>.

Welcome to North County!

North County San Diego has a laid-back SoCal vibe all its own. Beautiful beaches, lagoons, and nature preserves provide opportunities for surfing, hiking, biking, and enjoying nature. Excellent restaurants and a vibrant music and arts scene keep residents active during the week and on weekends. All of San Diego's attractions are within easy driving distance and in winter, ski slopes are only a few hours away.

There are lots of good reasons to love calling North County home!

Benefits

- Anthem medical plans
- Anthem dental with free employee enrollment option
- Anthem vision plan with free employee enrollment option
- Flexible Spending Accounts (FSA) for Health and/or Dependent Care
- Competitive retirement plan with TIAA. The school will contribute six percent (6%) [of your salary] to the established 403(b) retirement plan of eligible faculty
- Long-term disability insurance paid by Pacific Ridge School
- Basic Life & AD&D paid by Pacific Ridge School
- Voluntary benefits available
- Paid Sick Leave
- Paid Personal Days (Time Off)
- Professional development opportunities
- Free, catered lunch
- 12-month employment agreements