

Director of Development

About Clarksville Academy

Clarksville Academy is an independent, college preparatory school serving students in Pre-Kindergarten through Grade 12. Rooted in a tradition of academic excellence, character development, and community engagement, the school prepares students not only for college but for life. Through strong relationships, rigorous academics, and a vibrant student experience, Clarksville Academy cultivates curious learners, responsible citizens, and confident leaders.

Job Summary

Clarksville Academy seeks a results-oriented leader to strengthen and grow the school's fundraising program. The Director of Development serves as a member of the Administrative Team and is responsible for leading and implementing a strategic development plan designed to expand philanthropic support for the school.

This role balances relationship-based fundraising with strong operational management of the school's development systems. The Director of Development oversees key fundraising initiatives, manages donor engagement, and maintains the integrity of the school's donor database and reporting systems.

Reporting to the Director of Advancement and partnering closely with the Head of School, Board of Trustees, and school leadership, the Director of Development plays an important role in strengthening philanthropic support, building meaningful donor relationships, and advancing the mission of Clarksville Academy.

Primary Responsibilities

Fundraising and Donor Engagement

- Develops and executes a comprehensive development strategy aligned with Clarksville Academy's mission, vision, and strategic priorities.
- Leads the planning and execution of fundraising initiatives including the annual fund, major gifts, corporate partnerships, special events, grants, and planned giving.
- Builds and maintains strong relationships with parents, alumni, grandparents, and friends of Clarksville Academy, as well as corporate and foundation donors.
- Manages a portfolio of donor and prospective donor relationships and participates in donor cultivation, solicitation, and stewardship.
- Partners with board members, leadership, and key volunteers to strengthen donor cultivation and expand philanthropic engagement.
- Implements stewardship practices that strengthen donor engagement, retention, and increased giving.
- Develops sponsorship opportunities and partnership proposals that support the financial goals of the school.

- Researches and identifies prospective donors and funding opportunities and develops strategies for major gifts and institutional support. Monitors fundraising performance using data and key metrics and recommends adjustments to strengthen results.

Development Operations and Data Management

- Maintains accurate and current donor, prospect, and event records in Raiser's Edge.
- Oversees the gift acknowledgment process, including recording, depositing, tracking, and reconciling charitable contributions such as checks, credit cards, stock, wire transfers, and recurring gifts.
- Creates development reports and dashboards for internal use, including weekly revenue updates and month-end reconciliation.
- Tracks donor and volunteer engagement and maintains updated records for board members, committees, and other constituent groups.
- Coordinates communication lists and supports donor cultivation and stewardship initiatives through accurate database management.
- Forecasts revenue projections and manages development activities within the departmental budget.
- Works with the Financial and Development Committees to monitor and adjust revenue projections and fundraising strategies.
- Ensures compliance with all applicable fundraising regulations and maintains accurate documentation of donor interactions and contributions.
- Collaborates with advancement and school leadership to communicate the impact of philanthropy on Clarksville Academy students and programs.
- Participates in school events and community activities to strengthen relationships within the Clarksville Academy community.

Qualifications

- Bachelor's degree required.
- Experience in fundraising, development, or nonprofit advancement preferred.
- Excellent organizational, communication, and relationship-building skills.
- Demonstrated ability to manage multiple priorities and work collaboratively with a variety of constituents including board members, donors, volunteers, and school staff.
- Strong integrity and the ability to handle confidential information with professionalism.

Clarksville Academy seeks a development leader who believes in the value of independent school education and is excited to build relationships that strengthen opportunities for our students.

Federal law prohibits discrimination in employment on the basis of age, race, creed, religion, sex, or national origin. Clarksville Academy is an equal opportunity employer.