

**EXECUTIVE DIRECTOR of
THE MACLAY FOUNDATION
Position Description**

General Summary

The Executive Director of the Maclay School Foundation is responsible for planning, implementing and evaluating all of the school's fundraising efforts. This position acts as the liaison between multiple boards at the school – Administration, Board of Trustees, Alumni Board, and Foundation Board. The Executive Director of the Maclay School Foundation reports to the Headmaster of the school.

Principal Duties and Responsibilities

- Develops, monitors, and executes a strategic plan for fundraising at Maclay School – includes Endowment growth efforts, Annual Fund, Alumni relations, Capital Campaigns, Planned Giving, as well as special events and communications that build relationships with constituency base.
- Establishes a calendar prior to each academic year that includes fundraising activities, mailings, alumni and other special events, and publications.
- Builds and strengthens relationships with the Foundation Board, School Board, and Alumni Board.
- Meets with and cultivates prospects / constituents to ask for contributions to Maclay School; works with Board members on prospect development.
- Creates marketing materials that detail the Endowment needs of the school. Long term goal is to build the Endowment to \$5 million.
- Develops plan and ongoing communications pertaining to Planned Giving options for the school. Establishes a “Society” that recognizes those donors that have given through a planned giving vehicle.
- Institutes ongoing grant writing program.
- Attends Maclay and community functions to establish relationships with constituents and potential Maclay families.
- Develops and administers the annual operating budget for the Development area.
- Participates on Development committee, which is led by a Board Member.
- Assists Auction chair in coordinating all aspects of the event.
- Acts as clearing house for all fundraising activities among student clubs / organizations.