

**Competencies, Qualifications and Key Skills**  
**Director of Development**  
**Blossom School Inc.**

Reports to Julie Rutenberg, Head of School and Development Committee Board Chair

**Overall Description -**

The Director of Development will establish and execute a long-term development strategy to engage supporters and donors on behalf of Blossom Montessori School for the Deaf. The Director will raise private major gifts (\$10,000 and above) for the school, primarily through face to face cultivation of individual prospects. The Director will also coordinate other private giving to the school including annual or one time gifts from individuals, corporations and foundations. The Director is responsible for community relations to acquaint the public with the mission of Blossom Montessori School for the Deaf. The Director will serve on both the Development & Education Committees, and complete tasks as requested by the Head of School and Chair of Board committees.

***Competencies, Qualifications and Key Skills***

- Minimum of a Bachelor's degree with successful development experience
- Possess the willingness to embrace the Blossom's mission, the Deaf & Hard of Hearing Community, Deaf Culture, and be eager to become fluent in American Sign Language (ASL) to effectively communicate with deaf/hoh students, parents, staff, Board Members and community
- Proficiency with Microsoft Office required (i.e. Word, Excel, PowerPoint, Publisher, Outlook)
- Experience using e-tapestry database program desired
- Entrepreneurial spirit and self-starter abilities a must as you will work under limited supervision
- Ability to represent Blossom in the Tampa Bay community and to project its importance of our large deaf community
- Ability to comfortably initiate traditional fundraising techniques, i.e. cold calling, overcoming objectives, asking for the gift, etc.
- Ability to raise funds one on one, write grants, and coordinate major fundraising events
- Ability to use social networking skills as means of marketing & promoting the school & fundraising efforts

**Competencies, Qualifications and Key Skills**  
**Director of Development**  
**Blossom School Inc.**

- Ability to handle confidential information and maintain high confidentiality
- Skilled communicator, with superior interpersonal, verbal and written skills
- Team player who enjoys interaction with professionals and those served by the organization
- Eager to work hard and maintain a “whatever it takes” attitude
- Organized, flexible, energetic and a self-starter
- Physical ability to lift up to 50lbs
- Willingness and ability to work evenings, weekends and early mornings if needed
- Willingness to travel within the State of Florida
- Have and maintain a valid drivers’ license and a good driving record
- Have and maintain required insurance on auto driven for business purposes
- This position is subject to a criminal background check

*Personal Characteristics*

- Extrovert and personable personality
- Excellent time management and organizational skills
- Demonstrate excellent judgment
- A person with integrity
- Empathetic and understanding of the challenges faced by the deaf/hoh students & community, while remaining focused on the goals on hand
- A good communicator, able to balance diverse agendas and points of view, while maintaining a sense of common purpose and organizational vision
- Accuracy, attention to detail, highly efficient and conscientious about thorough follow-up
- Solid reasoning, critical thinking, and problem solving abilities

**Competencies, Qualifications and Key Skills**  
**Director of Development**  
**Blossom School Inc.**

- Able to handle confidential information and maintain high confidentiality
- High degree of initiative, self-motivated, resourceful and reliable
- Ability to manage multiple projects simultaneously
- The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements

***Compensation***

- Salary: \$45,000 - \$55,000 (negotiable based upon experience)
- Bonus Opportunity: \$15,000 based on pre-determined criteria (not money raised)
- Benefits Package includes Medical, Dental, Vision, Life Insurance, Paid Time Off (PTO), etc.