 **Director of Development**

POSITION SUMMARY  
The Rabbi Arthur Schneier Park East Day School seeks an experienced, dynamic, highly organized professional to serve as its Director of Development. Reporting to the Executive Director of the School, the Director of Development works in close partnership with our Dean and Founder, Rabbi Arthur Schneier, and with our Principal, in creating annual and long-term fundraising plans, and setting goals and priorities. The successful candidate will have proven experience in creating and organizing from the ground up a comprehensive fundraising effort. This position will receive administrative support.   
  
ABOUT THE RABBI ARTHUR SCHNEIER PARK EAST DAY SCHOOL  
Established over forty years ago for boys and girls ages preschool through grade 8, Park East Day School celebrates academic excellence and Jewish identity and tradition. Founded by Rabbi Schneier, spiritual leader of Park East Synagogue since 1962, the School's ethos reflects his lifelong devotion to Jewish education and his feeling that we must educate our youth to celebrate diversity, coexistence, mutual understanding and acceptance. We benefit on a daily basis from our unique relationship with Park East Synagogue. The Park East Day School's motto, “From Generation to Generation” illustrates our feeling that the education of our children provides the next link in a chain of their heritage and history. We are a cosmopolitan school, small by design, with gifted, creative, positive teachers, an international student body, a close-knit, involved parent body, and a fast-paced award-winning curriculum. In a joyful environment, considerate of individual talents and abilities, our students build a foundation of creative and critical thinking that kindles a lifelong love of learning while inspiring them to “perfect an imperfect world” through shining deeds of compassion, justice and charity. An excellent General Studies and Judaic Studies education enables our students to become leaders and creative participants in a global society, comfortable in a multicultural world.  
  
RESPONSIBILITIES INCLUDE  
\*Organize from the ground up, a comprehensive Development program with short-and long-term fundraising goals   
\*Review all current fundraising technologies that are in place  
\*Review current donor base to consider additional strategies for increased support  
\*Identify and cultivate our new generation of individual, foundation and corporate donors  
\*Work closely with our various constituencies including parents, congregational members, alumni, members of the School's Board of Education, and other friends for cultivation and stewardship activities  
\*Conceive and develop all annual fundraising appeals, letters and other Development communications   
\*Monitor all fundraising activity, prepare regular reports on progress, and make ongoing recommendations for program adjustments  
  
QUALIFICATIONS  
\*A minimum of 5 years of Development experience with a proven track record of success  
\*Bachelor's Degree essential, advanced degree a plus  
\*At least 2 years of experience at upper levels of Development with serious responsibility for organization and management  
\*Knowledge of, and experience within, the Jewish community of the greater New York area definitely a huge plus as is experience in Jewish Day School fundraising   
\*Comfortable in, and conversant with, all areas of social media with an ability to deftly and quickly utilize all platforms for effective and immediate communication   
\*Deep knowledge of Development-related software  
\*Polished oral and written communication skills  
\*Experience with grant writing

TO APPLY  
Submit detailed cover letter and resume to [deborah@parkeastdayschool.org](mailto:deborah@parkeastdayschool.org). No calls please.