

**Job Title:** Director of Development

**Requirements:**

- Bachelors Degree and five plus years experience in fundraising
- Experience in independent schools preferred
- Demonstrated success in major gift fundraising
- Track record in working with trustees and volunteers
- Exceptional interpersonal skills, including impeccable oral and written communication
- Familiarity with database systems

**Job Description:**

Vail Mountain School seeks an experienced director of development to lead its fundraising program with the objective of contributing to annual budgetary goals and the long term financial sustainability of the school.

Vail Mountain School is a k-12, co-educational day school located in the central Rocky Mountains, 100 miles west of Denver. The school's primary focus is academic and co-curricular programs take full advantage of our location in the resort community of Vail and the White River National Forest. This position combines working in a serious professional community with opportunities to pursue a healthy, active lifestyle.

Responsibilities include:

- Planning and implementation of an endowment campaign
- Cultivation and stewardship of major donors
- Direction of annual giving and major gift solicitations
- Leadership of a small development office
- Creation of the development office annual budget
- Participation in strategic planning related to advancing the school and its mission
- Oversight of all school fundraising efforts
- Acknowledgment of all donations to the school
- Initiate a program of planned giving
- Research foundation and grant sources
- Collaboration with the director of communication and director of parent/alumni relations
- Stewardship of the school's annual events: Home Tour and Holiday Gala & Auction

**Benefits:** Medical, dental and vision insurance  
Retirement plan: TIAA-CREF  
Resort Ski Pass

How to apply:

Send a letter of interest and resume to:

Vail Mountain School  
Amy Critz  
3000 Booth Falls Road  
Vail, CO 81657

[acritz@vms.edu](mailto:acritz@vms.edu)