

Director of Development

POSITION STATEMENT



Oakland, California
July 1, 2024

Director of Development

Position Statement



ESCUELA BILINGÜE INTERNACIONAL AND ITS MISSION

Are you excited to make a profound impact on education and help nurture global citizens?

Escuela Bilingüe Internacional (EBI), the West Coast's only PK-8, Spanish-immersion World International Baccalaureate (IB) independent school, is seeking a dynamic Director of Development to lead and grow our fundraising efforts.

Escuela Bilingüe Internacional (EBI) has 350 students situated on two campuses: Oakland (PK-1) and Emeryville (2-8), CA. Staff and faculty come from 16 countries, enriching students' world views. Our graduates are fluent in Spanish and English, allowing them to converse with more than 2 billion people. Our rich, International Baccalaureate, Spanish-immersion programming fosters global citizens. Each year roughly 30% of students receive tuition assistance. Our vibrant community celebrates diversity, inclusion, and a passion for learning.



People choose to work at and to send their children to EBI because it lives its values and it is a healthy and thriving place for children and their families. There is unmistakable intentionality and purposefulness at EBI, because the entire administration, faculty, and staff are truly committed to being a world class, multilingual, international IB educational institution where students, faculty, staff, and parents come together in a remarkably diverse, inclusive, close-knit, and caring community.

At EBI, students can be themselves, as they tackle new challenges, learn from mistakes, and come to appreciate the importance of working collaboratively with others. It is a school that is poised for continued educational effectiveness and excellence. Its program is family-focused and deeply rooted in social-emotional wellness principles, including an extraordinarily well-articulated, practiced, and lived commitment to social justice, diversity, inclusion, and equity.

For more information about the academic program, please visit: [Escuela Bilingüe Internacional](https://www.eschoola.org/) (EBI).



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personalized, and focused on outcomes that will serve them for a lifetime as they create a better and more sustainable world.

The Faculty and Staff

EBI teachers possess certifications for their respective age level teaching assignments and have varying degrees of longevity at the school. Many teachers hold bachelor and master's degrees; a majority of faculty members have earned advanced degrees. Staff and administrators who work closely and in partnership with the well-loved faculty also support the vital teaching and learning. It is evident that the school's faculty and staff model the school's commitments for respect, social justice, and human rights in all they say and do.

The Administration

Ben Griggs has been the Interim Head of School for the current school year, and has just been named the ongoing Head of School. The Board of Trustees completed a rigorous search for an ongoing Head of School by engaging community members and evaluating a small group of stellar finalists. As the Chair of the EBI Board of Trustees recently stated, "The school was seeking a strong listener, skilled communicator, and a caring community builder – we frankly hit a home run in hiring Ben to take on his role."

An important ally to Ben is Ned Pinger, Director of Finance and Operations. Ned was the Vice Provost for Budget, Management and Systems at UCLA for nearly 10 years; Chief Administrative Officer at The Dalton School in New York for 15 years; Assistant Head of School and CFO at The Branson School; and interim CFO at The Elizabeth Morrow School (Englewood, NJ) before taking the current role at EBI.

The Board of Trustees

The school's trustees are a dedicated and diverse group of parents, former parents, educators, and community advocates who love and appreciate

THE SCHOOL COMMUNITY

There is palpable warmth, charm, and energy at EBI. Whether in the classroom, on an outdoor field trip, or a community service project to support our local, national, and global communities, EBI's commitment to international mindedness and global connectivity is a distinctive tenet that both students and adults embrace with relevancy, vitality, trust, and respect. As one of the trustees said, "We have a radical commitment to lean into, participate, care about, and be active in the global environment."

The Families

Families at EBI are guided by the premise that "diversity, inclusion, warm engagement, active volunteering, and uncompromised learning go hand in hand." Many parents make a personal sacrifice for independent school education via their financial and voluntary commitments to the school. The evidence of successful outcomes for their children are clear: articulate, confident, and educated young people who know and appreciate their role in a larger, diverse, ever-changing global society and who easily transition to high school, college and beyond. Parents clearly understand that EBI is dedicated to making each child's experience rich, diverse,

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the school, its programs, and its people. Board members are committed to the implementation of best practices in independent and IB school governance, while maintaining strong connections with the greater East Bay residents and the school community. Trustees maintain a dynamic relationship with the Head of School, their sole employee, characterized by shared purpose and clear boundaries. Singularly apparent is trustee dedication to the school's mission. The commitment of trustees is remarkable and is matched by their generosity of time, talent, and resources.

The Board experienced some recent turnover and has been refortified with 13 new trustees for the 2023-24 school year. Additionally, 14 non-trustee committee members are now serving on Board committees. This new group has been highly engaged and is anchored by the principles of responsiveness, transparency, and accountability.

FINANCES

The school's budget is \$11.7 million with approximately 17% of that designated for financial assistance. Tuition for 2024-2025 is \$31,876 for Pre-Kinder; \$37,270 for Lower School, and \$39,953 for Middle School students. There is also a one-time Capital Fund fee of \$2,000. The next Director of Development should be prepared to both lead and collaborate with a dedicated and visionary head of school, an experienced senior administrative team, and a devoted faculty and staff. After taking the requisite time to know the School's people, programs, and traditions, the Director of Development will be expected to seize new opportunities and address the challenges that will move the School forward with conviction.

The goal for the Director of Development is to execute programs of giving that attract the maximum gift support possible to the institution while helping engage diverse audiences of stakeholders. The office budget is approximately \$100,000.



The most obvious need is to pay particular attention to the Annual Fund. As the cornerstone of all other giving, participation rates across the board need to be elevated considerably. There are multiple areas that need to be reset so that commitment increases (in absolute dollars and participation). Alumni is but one of the schools' constituencies that needs attention to the extent possible given the present needs.

Stakeholders acknowledge the tension between maintaining tuition support for financial aid and the need for EBI to have solid financial underpinning. This need is heightened by the widening income gaps between various communities in the East Bay.

With the events of 2021-22 and 2022-23, financial adjustments were needed and a meticulous analysis was applied to regain the overall financial health of the school. The school has made progress recently in understanding and addressing its financial position given its commitment to financial aid and programming. The 2024-2025 budget is projecting a breakeven budget with a modest reserve (2% of revenue) for future repair and maintenance as a necessary first step. As a result, the school is more mission-fit, better-sized, and ready to take advantage of the opportunities this presents.

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POSITION OVERVIEW: DIRECTOR OF DEVELOPMENT

The Director of Development (DoD) will play a key role on EBI's Senior Leadership Team, reporting directly to, collaborating with, and advising the Head of School, while also managing a Development Coordinator (with the possibility of a growing team). The DoD will lead the Annual Fund and comprehensive campaign efforts, while strengthening the school community's culture of philanthropy. The DoD's mission is to cultivate relationships, tell compelling stories, engage donors in mission-driven initiatives, and connect families with opportunities to invest in the upward trajectory of EBI. From cultivating, soliciting, and stewarding major gifts to alumni engagement, the DoD will play a pivotal role in shaping EBI's future.

Key Responsibilities

- Grow Annual Giving and create a compelling Case for Giving / Case for Support
- Develop and execute annual fundraising plans
- Identify, recruit, and lead an Annual Fund Cabinet and/or a possible Campaign Cabinet
- Cultivate, solicit—often in partnership with the Head of School or Cabinet member—and steward leadership / major donors
- Provide solicitation coaching to volunteer solicitors such as the Cabinet and Board members; create solicitation materials such as briefings and proposals
- Create and implement the solicitation process for all constituencies including leadership donors, Board, current parents, alumni parents, grandparents, faculty and staff, and friends of the school
- Publicly communicate, inspire, and educate the community about the critical needs of EBI and how donors can support the school through philanthropic investment
- Prepare Annual Fund appeals and publications; coordinate volunteer phone-a-thons (for stewardship and possibly lower-level solicitations)
- Prepare regular progress reports for the Head of School and Board of Trustees (e.g., on constituency giving, rates of constituency participation, number of gifts, and average gift size)
- Ensure donors feel appreciated through timely, personalized donor recognition
- Design and execute cultivation and stewardship events aimed at inspiring philanthropy
- Oversee donor databases and communications, ensuring accuracy and efficiency

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- Collaborate with the newly formed alumni engagement committee on events and volunteer opportunities
- Provide volunteer stewardship; ensure special events and volunteer activities are positioned as cultivation and stewardship opportunities to build community
- Facilitate the timely collection of pledges before June 30 of each year
- Coordinate the planning, list compilation, and writing for the Annual Report

Qualifications and Requirements

- Passionate commitment to EBI's mission and culture
- Proven success in fundraising and soliciting and closing major gifts; campaign experience preferred; minimum of five years' experience in development in an independent school, college, or other nonprofit environment
- Zeal for hitting and surpassing goals; collaborative, adaptable, and results-driven mindset
- Committed to professional growth and development; while identifying and addressing areas where personal- and team upskilling is necessary
- Outstanding communication skills, both written and verbal
- A strong commitment to promoting Diversity, Equity, Inclusion, and Belonging (DEIB)
- Warmth, a sense of humor, and emotional maturity
- Bachelor's degree required; bilingual proficiency in Spanish preferred
- Strong technical skills and familiarity with fundraising databases

Compensation and Benefits

EBI uses a salary scale that is based on education and years of experience and is anticipated to be in the \$140-160,000 range, a robust benefits package,

and professional development opportunities. We're committed to supporting our team members in their personal and professional growth.

Work Environment: Employees may be asked to perform their work duties at home and/or on campus. In both settings, the employee is required to maintain a professional environment. If employees are required to work remotely due to campus closure, they are expected to be present and accessible for the entire workday.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk and hear. This position is active; it requires standing and walking, including stairs.

Travel: Local and regional travel as needed.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Background Check

Prior to submitting your resume for this position, please read it for accuracy. RG175 verifies academic credentials for its candidates and conducts a thorough review of candidates' social media presence. EBI will conduct thorough background checks prior to finalizing an offer.



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APPLICATION PROCESS

Ready to join our team? Application review and interviews will be completed on a rolling basis. Please apply online at the RG175 website: <https://rg175.com/candidate/signup>

The application includes:

- Letter of interest
- Resume
- Copy of original writing sample

For any questions or additional information about the position, please contact either of the RG175 consultants: James E. Pattison jpattison@rg175.com or Emilie Henry emilie.henry@rg175.com

Join Us in Shaping the Future of Education at EBI

EBI is an equal opportunity employer, dedicated to diversity and inclusion in all aspects of our work. We look forward to welcoming passionate, innovative professionals to our team as we continue to inspire global minds and transform lives.

Apply today and be part of something extraordinary!

