



Magnolia Speech School
Director of Development & Communications

Magnolia Speech School is non-public, special purpose, non-profit school and is a proven leader in providing progressive, personalized education to students who need assistance with communicative skills. As a local non-profit with a 60-year history, Magnolia Speech School has served children from every county in Mississippi and families have relocated from other states to enroll a child into our specialized curriculum. With an annual budget exceeding 2 million dollars, Magnolia Speech School maintains an affordable tuition cost for families. Parents pay approximately one-quarter of the cost of educating a child, and generous donors provide three-quarters of the cost in the form of scholarships. Additional expenses are compensated through state funding and grants, corporate giving, and other contributions.

Position Summary: The primary role of the Director of Development & Communications is to support the mission of Magnolia Speech School by growing the economic base of support through events, individual giving, and corporate giving.

RESPONSIBILITIES

- Work with the Executive Director to establish and implement a comprehensive long-range organizational strategy and program for fundraising.
- Coordinate and manages signature events – MSS Drawdown and Clayshoot – as well as other cultivations events, such as golf tournament, sprints, and anniversary jubilee, to generate substantial funding revenue. Development of event sponsors, budget, and recruiting and managing volunteers is key to the success of each event.
- Assist with writing proposals and grants to corporate, foundation, and individual donors.
- Create and implement a personalized donor cultivation and stewardship process to include donor tours (monthly), experiences, recognition, and other interactions with special emphasis on major gifts.
- Maintain a comprehensive, accurate database of donors, prospective donors and partners through our electronic database with the Support Specialist and appropriate tax acknowledgement process for each gift.
- Develop an annual communication and appeal process, including Social Media and Public Relations coverage, electronic newsletters, Annual Report, Christmas Appeal and Planned Giving opportunities.
- Represents organization at community events and conducts presentations to potential community partners to establish relationships and solicits funds.

- Assist with Board of Directors cultivation, training, and development, along with producing a report for each meeting of the Board of Directors.
- Coordinate volunteer tours, orientations, and manage service hours for volunteer groups.
- Maintain a professional relationship with parents and staff, act as a liaison to PTO, and assist with school events.

QUALIFICATIONS

- Senior-level development professional with 3+ years of demonstrated experience in leading and developing successful fundraising strategies and programs.
- A self-starter with a positive attitude and demonstrated capability to work independently.
- Excellent communication skills, including strong written, verbal, and presentation skills – including knowledge of Excel, Publisher, Word.
- Interest, understanding, and commitment to education, especially in oral education, is beneficial.
- Bachelor's Degree required.