



Job Posting Development Director

About The Westview School

The Westview School is the premier school for children with autism in the greater Houston area. The mission of The Westview School is to provide a unique, specialized learning environment offering outstanding educational and social opportunities for children on the autism spectrum.

Development Director

The Westview School seeks an enthusiastic and experienced Development Director to lead and manage all aspects of its fundraising efforts. The successful candidate will work closely with the Head of School and Board of Trustees and collaborate with team members to raise \$500,000 annually.

Salary range: \$90,000 - \$110,000 per year, depending on experience

Responsibilities

- Develop, implement, and manage a comprehensive annual fundraising plan to support Westview's strategic plan
- Serve as the lead staff for Westview's capital campaign
- Collaborate with Head of School, Board of Trustees, volunteers, and staff to achieve fundraising goals
- Create compelling case statements, collateral, and communication materials to support fundraising initiatives and donor stewardship
- Cultivate and maintain relationships with major gift donors and prospects
- Identify and pursue grant opportunities, including writing and submitting proposals
- Oversee the donor database, ensuring accurate records, timely acknowledgements, and effective reporting
- Work closely with the finance department to ensure accurate gift administration
- Provide regular updates on fundraising progress to the Head of School and Board of Trustees
- Continuously evaluate fundraising activities to maximize impact
- Prepare and manage the development department's annual budget (Westview Fund, Fundraising Luncheon, and any other events and projects as determined within the annual fundraising plan)
- Actively participate in and represent Westview at various school events
- Utilize fundraising and marketing platforms, including online tools
- Stay up to date on fundraising trends and best practices
- Reports to Head of School
- Other responsibilities as assigned

Qualifications

- Bachelor's degree in communications, public relations, or related field
- At least five years of direct fundraising experience, including donor cultivation, annual giving programs, and corporate or foundation solicitations
- At least three years of experience at the same organization
- Certified Fund-Raising Executive (CFRE) Certification preferred

Skills/Knowledge

- Proficiency in Microsoft 365 and donor database management
- Exceptional oral and written communication skills
- Proven grant writing and event planning experience.
- Highly detail-oriented with strong organizational and time-management abilities.
- Self-motivated with the ability to work independently and as part of a team.

Benefits

- Paid time off and school holidays
- UnitedHealthcare
- Dental/Vision
- 401K

Belief Statement

The Westview School believes that when children with autism are educated in a nurturing and supportive environment, they learn, grow, and develop a strong sense of self and an appreciation for others.

Vision Statement

The vision of The Westview School is to provide a learning environment that is sensitive to the social, emotional, and academic needs of children with autism to ensure that they have opportunities to reach their full potential.

If interested, please submit cover letter and resume to Candi Pettit at: cpettit@westviewschool.org.