Director of Development (Full-time, exempt)

The Hochstein School's Director of Development is responsible for the strategy, design, implementation, and management of all fundraising efforts for Hochstein, with the goal of building the School's contributed resources through individual, foundation, government, and corporate support. Identification, cultivation, solicitation, and building and maintaining strong relationships with both new and existing donors is the main focus of the Director of Development, as will developing and overseeing the backend systems that are key to maximizing results.

The Director of Development will report to the President & Executive Director and will supervise the Institutional Giving Manager and Annual Fund Manager. The Director of Development is a member of Hochstein Senior Staff and will work closely with senior staff colleagues, faculty, members of the Board, and contractors.

Typical hours for this position will be Monday-Friday, 9:00 am-5:00 pm, with flexibility to support School and cultivation events on evenings and weekends. These hours will regularly include meetings with donors and community partners outside the office.

Position Responsibilities - Essential Functions:

- Manage all development activities in keeping with The Hochstein School's values, mission, vision, brand, and plans.
- Develop fundraising strategies and lead the planning and execution of all initiatives to secure contributed income from major gifts, annual giving, foundations, corporations, and government sources.
- Lead the planning and execution of special events, including the annual Gala and campaign events (in collaboration with Hochstein staff and volunteers).
- Continue to further develop and cultivate participation in Hochstein's Emily Sibley Watson Society ($1,000 and above), Ostinato Circle monthly giving and David Hochstein Legacy Circle planned giving programs.
- Manage two full-time development staff members and occasional student interns.
- Lead the Development team in research and discovery to identify and engage more donors at the major gifts level ($5,000 and above).
- Attend concerts/activities to both develop relationships with Hochstein students/parents and become knowledgeable about Hochstein programs.
- Retain and motivate donors and fundraising volunteers.
- Oversee donor and gift record-keeping, databases, gift processing, pledge reminder, and acknowledgement programs.

- Work with the Director of Marketing to guide and oversee development of campaign/fundraising publications/print materials and other communications (including e-newsletters and social media) to support donor cultivation and stewardship.
- Prepare, manage, and monitor a fundraising expense budget approved by the President & Executive Director for the Development Office.
- Provide regular progress reports on fundraising goals and expenses and work closely with the Director of Finance & Accounting for sound management and month-end reconciliations.
- Contribute to the School's strategic and operational planning to set goals and identify priorities as a member of the School's senior staff team.
- Staff the Board's Development Committee.

The Ideal Candidate will have:

- Bachelor's Degree, Master's Degree a plus
- At least 5 years of direct experience in non-profit or higher education fundraising
- Preferably 5-7 years of experience in a related field and some experience as a manager within a non-profit organization
- Experience creating and implementing successful fundraising strategies, with a proven track record of securing significant foundation grants, major individual gifts, government funding, and/or corporate grants and sponsorships
- Knowledge of the individual and institutional funding community
- Ability to work productively and creatively in collaborative work relationships with a variety of constituencies, including board members, donors, volunteers, and staff
- Excellent writing, editing, and verbal presentation skills
- A successful history as an organized, communicative manager
- Ability to think strategically about the needs of the School and the interests of prospective funders/donors
- Strong skills in donor database and Microsoft Office
- Demonstrated ability to work at a fast pace and manage multiple projects simultaneously; flexibility, persistence, attention to detail
- Friendly, accessible personality; a sense of humor
- Able to handle confidential and sensitive information appropriately
- Passionate interest in Hochstein mission and programs
- CFRE (Certified Fundraising Executive) a plus

Salary Range: $70,000-$85,000 annually, depending on qualifications and experience

Hochstein offers a competitive benefits packaged designed to support employees' health, wellness, and financial well-being, including health, dental, and vision insurance, a Flexible Spending Account (FSA), a 403(b) retirement plan, an Employee Assistance Program (EAP) and a 20% tuition discount for eligible programs at The Hochstein School.

APPLICATION INFORMATION

This position will be available in November 2026. To apply, send a cover letter, resume, and list of 3 references to:

The Hochstein School
ATTN: Gary Palmer, President & Executive Director
50 North Plymouth Avenue
Rochester, NY 14614
gary.palmer@hochstein.org (e-mail applications preferred)

The Hochstein School is an Equal Opportunity Employer. It is our policy to afford equal opportunities to all persons employed by or seeking employment with the School. The School prohibits unlawful discrimination and harassment on the basis of an employee's or applicant's race, color, religion, creed, sex, sexual orientation, gender identity and expression, national origin, citizenship, age, disability, marital status, military or veteran status, arrest or conviction record, status as a victim of domestic violence, predisposing genetic characteristics, familial status, the employee's or the employee's dependent's reproductive health decision-making, and any other status protected by federal, state, or local law. Please visit these links for information regarding employee rights under the Family Medical Leave Act and Employee Polygraph Protection Act.