

About the School

Hudson Lab School is a progressive, project-based K-8 school located in Hastings-on-Hudson, NY. We opened in Fall 2017 within Andrus on Hudson, a skilled nursing home situated on 26 acres of scenic lawns and wooded trails overlooking the Hudson River. At Hudson Lab School, we integrate collaborative, interdisciplinary project-based learning (PBL) and thoughtful social-emotional learning with high quality academics and an emphasis on student agency. Our mission is to instill a love of learning and to teach children how to design and build a life in which they thrive.

What Sets Hudson Lab School Apart?

Click on the links below to find out what makes Hudson Lab School unique.

- [Museum of Us](#)
- [Hudson Lab Ventures](#) (High school innovation camp)
- [Live Action Learning: Making of the Documentary](#)
- [Intergenerational Learning: Bringing Nature to the Grands via VR](#)
- [Wild Playspace](#)

Who We're Looking For

This is an incredible opportunity for a forward-thinking Director of Development & Communications to build our fundraising capabilities from the ground up. We seek a talented individual who can balance the School's fundraising and marketing goals with expert communication skills, a keen sense of initiative and an entrepreneurial spirit. You will work closely with our School Director, Director of Admissions and Founders to create a vibrant, dynamic fundraising program and strategic vision for cultivating a culture of philanthropy. The Director of Development & Communications will promote awareness of the School's mission and programs, coordinate events, develop and disseminate marketing materials, and recruit and lead volunteers to build brand awareness and move Hudson Lab School closer towards its financial goals. We seek someone who believes in the School's pedagogy and has exceptional drive for helping us achieve our mission.

Position: This is a full time position, commencing August 5, 2024 and running through July 31, 2025.

Our Team

A key factor to job success and satisfaction is who you're working with. Hudson Lab School is a new school with a cohesive team of experienced and intrepid educators. Our educators have chosen to be here because they are interested in building a school that engages children with authentic, durable learning experiences that evoke passion for learning and demands a high degree of grit and creativity. Our team of educators dedicate their work to create an environment where students can thrive in every endeavor now, and in the future.

Hudson Lab School seeks diversity in its faculty, staff, and student body. In admission and employment policies and practices, in its financial aid program, and in all its educational programs, HLS does not discriminate on the basis of race, color, religion, national and ethnic origin, disability, sexual orientation, sex, gender, gender identity or expression, and any other protected categories under applicable law.

Please email your CV and cover letter to careers@hudsonlabschool.com.

Duties & Responsibilities

Fundraising

- Strategize and execute fundraising programs, including annual funds, major gifts, and special events to meet financial targets.
- Cultivate a robust network of donors and volunteers, enhancing donor engagement and retention.
- Communicate the impact of contributions directly linking donor and volunteer efforts to the school's mission and successes.
- Initiate and lead innovative fundraising campaigns that align with the school's goals and attract significant philanthropic support.
- Research and engage prospective individual, corporate, and foundation sponsors, tailoring pitches to their interests and giving capacities.
- Craft compelling grant proposals and fundraising communications, effectively conveying Hudson Lab School's mission and needs.
- Manage fundraising budgets, ensuring that financial goals are met and resources are used efficiently.
- Oversee the donor management system, maintaining accurate records and ensuring compliance with data handling regulations.

Marketing & Communications

- Elevate the school's visibility and reputation through strategic marketing initiatives and public relations efforts.
- Drive student recruitment strategies in collaboration with the Admissions Director to boost applications and enrollment.
- Lead digital and traditional marketing campaigns, managing content across platforms to enhance brand presence and engagement.
- Analyze and report on digital marketing metrics, using data to drive decisions and improve campaign effectiveness.
- Develop and distribute marketing and communication materials, such as brochures, newsletters, and press releases.
- Own the communications strategy and execution of that strategy across the School
- Contribute to lead-generation and family/student acquisition activities, such as media promotion, networking, fairs, trade shows, and events
- Coordinate public relations and outreach initiatives, including media releases, awards, company announcements, and speaker proposals

Qualifications and Expectations

There is no one formula that defines an excellent Director of Development & Communications. The following serve as guidelines to communicate the priorities of the HLS program.

- At least three years of experience in fundraising; experience in marketing/communications
- Experience successfully attaining major gifts, comprehensive/capital campaign experience a plus
- Experience in writing grant proposals, press releases, and fundraising letters
- Exceptional communication and relationship-building skills
- A passion for innovative and transformative education and an entrepreneurial mindset
- A passion for research
- Competence with donor management systems
- Ability to successfully balance priorities while managing multiple tasks and planning big events
- Commitment to working collaboratively with colleagues and parents
- Celebrates a diverse community, culturally, racially, economically, and in terms of styles and abilities
- Ability to lead and motivate colleagues and volunteers
- Creativity and persuasion skills
- Confidence in public speaking

- Detail-oriented and good organizational skills
- Legal or accounting experience and/or established media contacts a plus
- A joyful and resilient lifelong learner with a growth mindset and sense of humor

What We Offer

- Competitive compensation between \$80k-\$115k commensurate with experience
- Health, dental and vision benefits
- Health Savings Account (HSA)
- Employee Funded 401k