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Employer Name: The Quaker School at Horsham

Job Title: Associate Director of Institutional Giving

Salary or Salary Range: \$100,000 / year

Posting Open Date: Friday, April 10, 2026

Posting Close Date (8 Weeks from Start Date Maximum, can be renewed): Friday, June 5, 2026

Job Description:

SUMMARY

Located just north of Philadelphia, The Quaker School at Horsham (TQS) is a K–22 community serving students with complex challenges, including ADHD, learning differences, autism, and anxiety. Serving approximately 100 students, TQS provides a highly relational, research-informed environment where students are known well, supported deeply, and given the tools to build meaningful and independent lives. Rooted in Quaker values of simplicity, peace, integrity, community, equality, and stewardship, the school fosters a culture that is warm, mission-driven, and centered on belonging.

As TQS continues to grow and expand its impact, the school is focused on strengthening its philanthropic efforts to support both programmatic innovation and access for students and families. Central to this work is the development of new and sustainable revenue streams aligned with the school’s mission and long-term vision.

To support this next phase, TQS seeks an associate director of institutional giving. This role will help lead fundraising efforts connected to a potential new federal tax credit program, while also expanding corporate partnerships and foundation support. Although the role may contribute to existing Pennsylvania tax credit efforts through corporate relationships, its primary focus is the emerging federal opportunity, should it be approved in Pennsylvania for 2027. This is a unique opportunity for a motivated, entrepreneurial fundraiser who is energized by building new programs, engaging a wide range of stakeholders, and delivering measurable results. The associate director will play a critical role in expanding the school’s fundraising capacity while helping to tell the story of TQS in compelling and mission-aligned ways.

12M & Ed Tech Recruiting is running the search on behalf of The Quaker School at Horsham. Applications received by May 8 will receive priority review. For application instructions and the full job opportunity statement, please visit:

www.12MRecruiting.com/jobs/TQS/InstitutionalGiving

IMPORTANT INFORMATION

Priority Deadline: May 8, 2026

Virtual Semifinal Round: Mid-May

On-site Final Round: Early June

Decision Announced: Mid-June

Start Date: July 1, 2026 or later upon mutual agreement

Reports To: Director of Development

Classification: Full-time, Exempt

Salary: \$100,000

SPECIFIC DUTIES

Lead Institutional Giving Strategy

- Design, launch, and manage the school's tax credit fundraising program in alignment with the school's strategy

 - Develop and execute strategies to grow participation and revenue over time

 - Stay informed on tax credit opportunities and ensure timely, effective execution

 - Report to Director of Development and perform other duties as assigned

Build Corporate & Foundation Partnerships

- Cultivate and manage relationships with corporate partners and foundation funders

- Secure financial support while expanding internship and real-world opportunities for students

- Research, write, and submit grant proposals and reports

- Build and manage a strong pipeline of institutional prospects

External Outreach & Engagement

- Develop clear, compelling messaging that helps external audiences understand and invest in the mission of TQS

- Partner with the director of marketing and community engagement to align storytelling, outreach, and communications

- Lead outreach, presentations, and relationship-building with prospective partners, funders, and supporters

- Build authentic, long-term relationships that expand philanthropic support and other mission-aligned opportunities

Collaborate & Execute

- Engage in the life of the school to understand programs, students, and impact

- Partner across teams to identify opportunities for fundraising and storytelling

- Support development initiatives, events, and community engagement efforts

- Maintain accurate donor records, track progress, and manage key processes

QUALIFICATIONS

Professional Experience

- Bachelor's degree required
- 3–5+ years of experience in fundraising, development, or related work
- Demonstrated track record in securing support from donors, foundations, or corporate partners
- Clear and effective writing skills, including grant writing and donor communications
- Experience with donor databases and tracking systems
- Experience with tax credit program or similar models preferred

Fundraising & Builder Mindset

- Ability to build and grow new initiatives from the ground up
- Comfortable working in a developing, evolving environment
- Results-oriented, with a focus on achieving clear fundraising goals
- Able to balance strategy with hands-on execution

Communication & Relationship Skills

- Effective presentation and storytelling skills
- Ability to engage and influence a wide range of audiences
- Skilled at adapting communication style based on context and audience
- Relationship-centered approach with strong interpersonal instincts

Personal Qualities & Fit

- Organized, detail-oriented, and able to manage multiple priorities
- Collaborative and team-oriented
- High level of initiative and follow-through
- Alignment with the mission and values of TQS
- Willingness to be present in the community and build relationships with students, families, and colleagues

TO APPLY

For more information please visit the following link, which contains the job opportunity statement and complete application instructions.

www.12MRecruiting.com/jobs/TQS/InstitutionalGiving

How to Apply:

<https://www.12MRecruiting.com/jobs/TQS/InstitutionalGiving>