



Director of Development Job Description

Position Overview

The Director of Development (DOD) leads Freedom School Partners' (FSP) vision of philanthropy, secures charitable contributions and supports FSP's mission. This position will lead FSP's fundraising effort to implement a creative, successful, well-organized and diversified fundraising program that brings in a minimum of \$2.5 million in contributed revenue each year through gifts from individuals, faith and community groups, corporations and foundations. The Director of Development is responsible for leading a team that manages and executes individual and major giving strategies, strengthens and expands FSP's marketing and communications efforts and deepens volunteer engagement efforts. This position serves as a key team member at Freedom School Partners, working collaboratively to address short-term issues and reach long-term strategic goals for the organization. The Director of Development must succeed working in an environment with collaborative work processes and shared accountability, while maintaining a deep commitment to FSP's mission.

Primary Responsibilities

Development

- Responsible for creating and executing a long range and short-term development plan (Annual Development Plan required).
- Oversee annual fundraising calendar, including deadlines for grants, fundraising events, solicitations, and reports due to funders.
- Ensure relationships with corporations, foundations, faith and community groups, and individuals are adequately maintained and stewarded.
- Direct prospect research and ongoing maintenance of donor database.
- Oversee and provide strategic input into grant writing and research, and reporting to funders.
- Maintain accountability standards to donors and ensure compliance with code of ethical principles and standards of professional conduct for fund development.
- Serve as staff liaison to Development Committee of the Board.
- Manage Development Team, including Donor Systems and Volunteer Manager, Individual Giving and Donor Stewardship Manager, Marketing and Communications Manager, and a contract Grant Writer, by providing guidance, training and professional development opportunities.
- Oversee planning and implementation of annual fundraising events.
- Secure event sponsorships and donations to meet financial goals.
- Work with Development Team to support additional donor-focused events, such as Scholar Society Reception.

Communications and Marketing

- Lead efforts to develop and implement an effective communications and marketing plan.
- Serve as a spokesperson and advocate for the organization.
- Identify opportunities to promote FSP throughout the community.
- Work with the Marketing and Communications Manager on the following:
 - Oversee the creation of solicitation and donor engagement materials, including annual report and summer impact report.
 - Oversee the FSP website to ensure accurate information is maintained on site and it effectively and clearly communicates FSP's mission and impact.
 - Write and distribute press releases and pitch feature stories to media contacts.
 - Manage FSP's collection of stories, photographs and videos.
 - Create and oversee implementation of social networking strategy, including e-newsletter, social media postings and website.

Volunteer Engagement

- Share prospective volunteer opportunities with donors with an emphasis on corporate partners.
- Work with Donor Systems and Volunteer Manager to develop opportunities for meaningful volunteer engagement throughout the year.
- Support the development and growth of a Young Affiliates group.



Additional Responsibilities

- Ensure Development Team has resources to fulfill their responsibilities.
- Attend Board meetings if requested.
- Possess a thorough knowledge of the founding, history, and major accomplishments of FSP.
- Remain current with Charlotte news related to partners and constituencies, and share information with staff as appropriate (i.e., read newspapers, business journals, etc.).

Qualifications/Knowledge/Education

- Bachelor's degree and at least five years of development related experience, with progressive leadership opportunities and management experience
- Strong written and verbal communication skills
- Focus on accuracy and attention to detail
- Working knowledge of Microsoft applications (Word, Excel, PowerPoint)
- Experience with a Cloud-based platform, i.e. SharePoint or OneDrive
- Prior experience with The Raiser's Edge preferred
- Professional demeanor and team player
- Highly motivated and willing to support organizational needs beyond primary responsibilities
- Commitment to CDF Freedom Schools®
- Valid ID and reliable transportation
- Satisfactory drug test and satisfactory background check for criminal and child protective findings

Accountability

Shall be accountable to the Chief Strategy Officer.

Compensation, Status and Benefits

- Competitive Salary (\$65,000-\$70,000)
- Full-Time (40 hrs./wk.; position may include occasional evenings and weekends)
- 10 vacation days earned after 90 days of successful employment (prorated to start of calendar year); additional days earned after 2 years of employment
- 9 paid holidays (defined annually) and 2 floating holidays
- 10 sick or personal leave days per calendar year
- Individual health, life and AD&D insurance coverage through organization's policies, premiums paid in full
- Option to participate in flex benefit plans (FSA and DCA)
- Option to participate in SIMPLE IRA plan, in which FSP matches employee contributions up to 3%

About Freedom School Partners

Freedom School Partners is a nonprofit organization with the mission to promote the long-term success of children by preventing summer learning loss through igniting a passion for reading and inspiring a love of learning.

Application Process

Interested applicants should send resume and cover letter to admin@freedom-school-partners.org with Director of Development in the subject line. No phone calls please. This position is available beginning on December 1, 2020. We will begin interviewing successful candidates as soon as applications are received.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Equal Employment Opportunity

FSP desires to have a work-force, which is diverse and inclusive. FSP offers equal employment and advancement opportunities to qualified individuals without regard to race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology or membership in any other legally protected class.