



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, corporations and foundations, and faith and community groups. The Director of Development is responsible for leading a team that manages and executes individual and major giving strategies and strengthens and expands FSP's marketing and communications 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).
- Oversees annual fundraising calendar, including deadlines for grants, fundraising events, solicitations, and reports due to funders.
- Ensures relationships with corporations, foundations, and individuals are adequately maintained and stewarded and supports Chief Strategy Officer as it relates to deepening partnership opportunities with faith and community groups.
- Accountable for FSP grant research, writing and reporting efforts, which includes significant time spent on corporate and foundation grants and sponsorships as well as overseeing and providing strategic input to contracted grant writers, as needed.
- Direct responsibility for managing relationships with government/public funders including grant writing, contracts, reporting and coordinating reimbursement efforts with finance office.
- Oversees planning and implementation of annual fundraising events.
- Secures event sponsorships and donations to meet financial goals.
- Manages Development Team, including Donor Relations and Stewardship Manager, Marketing and Communications Manager, and a contract Grant Writer, by providing guidance, training and professional development opportunities.
- Serves as staff liaison to the Development Committee of the Board.
- Oversees prospect research and ensures ongoing maintenance of donor database.
- Works with Development Team to support additional donor-focused events, such as Scholar Society Reception.
- Maintains accountability standards to donors and ensures compliance with code of ethical principles and standards of professional conduct for fund development.

Communications and Marketing

- Responsible for the development and implementation of an effective communications and marketing plan.
- Serves as a spokesperson and advocate for the organization.
- Identifies opportunities to promote FSP throughout the community.
- Oversees the work of the Marketing and Communications Manager related to the following:
 - Creation of solicitation and donor engagement materials, including annual report and summer impact report.
 - Maintenance of the FSP website.
 - The creation and distribution of press releases and feature stories to pitch to media contacts.
 - FSP's collection of stories, photographs, and videos.
 - The development and implementation of a social networking strategy, including e-newsletter, social media postings and website content.
 - The creation and production of the summer video.



Additional Responsibilities

- Ensures Development Team has resources to fulfill their responsibilities.
- Attends Board meetings, if requested.
- Works with Volunteer Manager to develop meaningful engagement opportunities for corporate partners and individual donors.
- Possesses a thorough knowledge of the founding, history, and major accomplishments of FSP.
- Remains current with Charlotte news related to partners and constituencies, and shares information with staff, as appropriate (i.e., reads newspapers, business journals, etc.).

Qualifications/Knowledge/Education

- Bachelor's degree and at least five years of relevant development experience, preferably in the nonprofit sector, 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 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 Executive Officer.

Compensation, Status and Benefits

- Competitive Salary (\$70,000-\$80,000)
- 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
- 10 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 dental and vision insurance (employee paid)
- 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 (FSP) is a nonprofit organization that strives to stop summer learning loss by offering opportunities that build children's reading and social-emotional skills. FSP serves our community's most vulnerable children, providing access to a rich summer learning experience in which they maintain or gain reading ability. Freedom Schools are led by college student interns and connect scholars to a broader community that believes in and advocates for them. In addition, FSP engages parents as partners to support scholars' success. FSP's mission is to inspire our scholars to love reading and learning, believe in themselves, and create extraordinary futures.

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. 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.