



DIRECTOR OF DEVELOPMENT Position Description

CITY ACADEMY MISSION

Transforming children, families, and our community through exceptional education and bold expectations that empower children to overcome barriers.

DEVELOPMENT TEAM MISSION

Inspiring our donors by connecting their passions and interests to the needs of City Academy.

SUMMARY OF POSITION

The Director of Development (DoD) is responsible for managing annual giving, special events and corporate and foundation giving. Duties will include hiring, training, managing, mentoring, and evaluating the Annual Fund and Events Manager and the Grants Coordinator, in conjunction with the Chief Development Officer, as well as adhering to the strategic development plan and its goals.

Reporting to the Chief Development Officer (CDO), supervising a staff of two direct reports, and working closely with other City Academy leaders, the Director shares the responsibility for creating a strong culture of philanthropy throughout City Academy.

In addition, the DoD will manage a portfolio of approximately 100 – 125 current donors who are significant supporters of City Academy, building relationships, and stewarding these very important partners for City Academy.

The Director of Development works with staff to plan and execute activities that enhance the visibility and public perception of the school and contribute to increased fundraising capacity.

This is an at-will position. Either employee or employer may terminate the employment relationship at any time, with or without notice and with or without cause.

ORGANIZATION DETAILS

- Reports to: Chief Development Officer
- Responsible for: Annual Fund and Events Manager and Grants Coordinator
- Budget responsibilities: Responsible for creating and working within a pre-determined budget

ESSENTIAL JOB FUNCTIONS & ACCOUNTABILITIES

Development Office Infrastructure:

- Work closely with the CDO to create the Strategic Development Plan and to periodically review and revise the plan as appropriate.
- Supervise and set strategy for annual fundraising appeals and special events.
- Collaborate with the CDO in setting annual Development goals and assessing progress to goal on a monthly basis.
- Coordinate development research activities.
- Supervise the grant proposal process and stewardship plan.
- Supervise event planning and implementation.
- Enthusiastically support the school, its mission, leadership and policies.

Fundraising:

- Design, implement, and manage fundraising activities including annual giving and other school-related solicitations.
- Participate in and manage strategies and activities for donor cultivation, solicitation and stewardship.
- Build strong relationships and solicit individuals with an assigned portfolio of 100 - 125 donors.
- Identify, recruit and train the volunteers necessary to help with fundraising efforts while establishing strong working relationships with these individuals.

Employee and Family Relations:

- Oversee employee ambassador program to enhance employee giving and engagement.
- Coordinate family giving program in collaboration with the City Academy Parent Organization.

Qualifications:

- Bachelor's degree
- 8+ years of experience in the nonprofit sector, including management of fundraising campaigns
- Appreciation for and commitment to independent school education and culture
- A track record of success in a major gift or capital campaign environment, along with demonstrated ability to develop and implement 5-, 6-, and 7-figure gift strategies
- Ability to develop and execute a high-level, multi-tiered fundraising strategy across multiple constituencies
- Strong interpersonal skills, including the ability to work graciously with all School constituents while maintaining discretion and confidentiality
- Excellent verbal and written communication skills; strong data analysis and public speaking abilities

- Strategic thinker with a “can-do” style, able to convey City Academy’s mission and vision, while taking the practical decisions needed to make programs run well
- Passionate about working with a wide range of individuals from diverse backgrounds
- Proficiency using database management software (Raiser’s Edge) to coordinate campaign activities. Proficiency with MS Office applications – Word, Excel, PowerPoint
- Practical experience working with and motivating volunteers and staff members
- Excellent attention to detail, ability to multi-task, strong organizational skills
- Familiarity with the St. Louis community

If you are interested in applying for this position, please send a cover letter and resume to Janice Bailey, Chief Development Officer at jbailey@CityAcademySTL.org.