

Lead with Center City Public Charter Schools: Become Director of Development and Communications



Department: Operations
Reports to: Chief Operating Officer
FLSA Status: Exempt

The Director of Development and Communications will: oversee all development and communications on behalf of Center City Public Charter Schools. Center City PCS is a six-school charter school network in Washington, DC focusing on “character, excellence, and service.” The Director of Communications and Development will be charged with continuous branding of the organization, media outreach, clear messaging, as well as a substantial fundraising goal across the organization to support student achievement and learning at the highest levels.

The Director of Development and Communications will be a high-energy, highly qualified, experienced professional with excellent organizational and interpersonal skills. In addition, the director will show that they are creative, courageous, and competent in all actions related to their daily work. The director will lead a strategic and aggressive fundraising program and a robust and clear messaging campaign to create excitement about the success of Center City PCS. The Director will work to create excitement about Center City PCS, strengthen and renew relationships with donors, public officials, and other constituencies, and partner with the senior leadership team and Board of Directors to raise organizational visibility and increase revenue.

The candidate must be able to work independently and collaboratively with multiple stakeholders. The director should have exceptional oral and written communication skills, the ability to solve complex problem quickly and maintain excellent relationships at all times. In addition, the director will be diplomatic, maintain high integrity, and possess sound judgment as well as a sense of humor.

AREAS OF ACCOUNTABILITY

Development and Fundraising

- Work closely with the organizational leadership and Board of Directors to plan and execute a thorough and comprehensive development program based on short, medium, and long-term organizational needs.
- Develop, oversee, and manage an annual development budget
- Plan, organize, and attend fundraising events
- Meet with potential donors, providing them with performance-related statistics and communicating school data persuasively
- Lead and manage Center City PCS’ overall development efforts to raise funds for any and all matching grants
- Manage all strategies and activities for donor cultivation, solicitation and relations with corporate, foundation and individual prospects
- Maintain current public funding streams and monitoring the proper use on a regular basis
- Supervises donor and gift record keeping
- Oversees the management of all records, files and gift processing
- Manages the online newsletter and donation programs
- Complete proposals and reports to funders, obtaining inputs from finance, program and other areas as necessary

- Implement annual fund campaign, including all planning, preparation and prospect research, solicitation, follow-up and stewardship
- Create and maintain a donor database and proper records and reporting
- Support the work of the Board of Directors on all development and external relations issues

Communications

- Ensure that Center City PCS is proactively cultivating ongoing media relationships
- Create and execute a broad marketing strategy to promote a positive, progressive public image to internal and external audiences, including social media, traditional media, and word of mouth
- Oversee media strategies including visual, web, and electronic communication
- Revisit and improve the online donation program, ensuring ongoing cultivation
- Represent Center City PCS in high-stakes public forums
- Market Center City PCS to public, private, local, District, and national organizations through timely updates and diverse media

Qualifications

- Bachelor's degree (masters degree preferred) with a focus on education, policy or business preferred.
- Proven track record of raising funds from diverse sources, including major gifts from individuals, foundations, corporations and government agencies.
- Relentless focus on results.
- Experience in donor cultivation, grant writing, contracts management and special events.
- Knowledge of and connections to the funding community in Washington, DC and/or nationally.
- Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Proficiency in Microsoft Office programs.
- Familiarity with donor tracking systems.
- Sound judgment, professionalism and a positive attitude.
- Resourcefulness, creativity and strong problem-solving skills.
- Excellent written and oral communication skills are required as well as strong project planning, administrative and management skills.
- Fluency in English, bilingual in Spanish and/or Amharic is a plus.
- Engaging presentation skills and ability to communicate to diverse audiences.
- Excellent planning, goal setting, coordinating, and decision-making skills.
- Excellent written, oral and interpersonal skills to communicate effectively and professionally with varied audiences
- Character traits demonstrative of committed leadership- passion, conviviality, authenticity, courage, and excellence

Application Instructions

Interested candidates should apply using the Center City PCS Online Application, which can be accessed at: <http://www.centercitypcs.org/employment-application/>. Please upload a current resume and a cover letter addressing your interest in Center City PCS into the online application, as well as any additional documentation. All cover letters must describe your interest and qualifications for the Director of Communications and Development role.

More information about Center City Public Charter Schools may be found at: www.centercitypcs.org

Center City PCS is an equal opportunity employer.