

## **Crossroads Charter Schools**

**Job Description: Development Director**

**Direct Supervisor: Chief Operating Officer**

### **School Summary:**

#### **At Crossroads Charter Schools, we...**

- Understand the significant difference between equity and equality. Every student deserves to receive what he/she needs to succeed (equity), not that every student receives the same amount of resources, instruction, attention, etc. (equality).
- Develop school environments where all students are actively and meaningfully engaged in rigorous instruction and authentic learning tasks.
- Interrupt the “school to prison pipeline” – policies and practices that are directly and indirectly pushing the most at risk students out of school and on a pathway to the juvenile and criminal justice systems.
- Engage families as partners in meaningful ways.
- Build the capacity of diverse teams that are more reflective of our students.
- Nurture an open, collaborative, and trusting environment because the work is enormous, deeply personal, emotional and often difficult.
- Engage in on-going job embedded professional development through co-teaching and co-planning

### **Position Summary:**

The primary responsibilities are to...

The Development Director is an innovative, compassionate and mission-oriented staff member who will coordinate the comprehensive fundraising efforts for Crossroads Charter Schools. While this position reports directly to the Chief Operating Officer it will also work in close partnership with the Executive Director.

### **Constituent Relationships:**

- Collaborate with Executive Director to identify and initiate conversations with donor prospects and develop appropriate cultivation strategies
- Lead school tours for current and prospective donors and community partners
- Represent Crossroads Charter Schools at development-related community events.
- Maintain timely communication with constituents.
- Draft and disseminate donor specific communications.

### **Grant Management:**

- Identify new and recurring grant opportunities through research and donor relationship management
- Prioritize and manage grant requests and reporting deadlines.
- Draft, with limited oversight, and submit funding proposals and supporting documents.

**Special Events:**

- Lead all fundraising opportunities, including the organization's annual fall and spring fundraisers
- Manage planning committees (comprised of mostly volunteers) to organize and implement annual fundraising opportunities.
- Seek sponsorships and track ticket sales for annual fundraising opportunities
- Work with the Executive Director, Chief Operating Officer, Volunteer Coordinator and other staff to organize other development related events.

**Fundraising Management:**

- Document and maintain progress in implementing a comprehensive development plan as outlined in annual budget
- Serve as a staff member of the Development Board Committee and support committee Chair in planning meetings.
- Process gifts, maintain donor records, and manage fundraising database.
- Generate reports as requested for staff, Board, and funder needs.

**Skills and Qualifications:**

- Ability to work as an effective team member and to foster relationships with donors, staff members, parents, and community members. Ability to work with diverse groups of people.
- Excellent written and verbal communication skills.
- Excellent organizational skills and ability to prioritize work and meet deadlines.
- Meticulous attention to detail and passion for well-run processes.
- Desire to continue professional development.
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned.
- Demonstrate ethical behavior and confidentiality of information regarding donor records
- Excellent teamwork skills and an ability to collaborate closely with colleagues and partners to identify challenges and to design and implement solutions.
- Must pass extensive background check and drug screening.

**Education and Experience:**

- Bachelor's degree required in related field.
- 5-7 years previous nonprofit fundraising experience relevant to job description
- Familiarity with philanthropy and education in Kansas City is preferred.

**Key Working Relationships in addition to Supervisor:**

Executive Director, Chief Academic Officer, Principals, Assistant Principals, Community Engagement Coordinator, Administrative Assistants, Parents, Volunteers, Board Members.