

Title: Director of Development

Supervisor: CEO

Department: District

Classification: Exempt

Contract Length: Year-Round (260 Days)

Founded in 2000, the Milwaukee Academy of Science (MAS) is a K4-12th grade independent charter school serving over 1,300 scholars. The mission of MAS is to graduate students prepared to compete successfully at the post-secondary level. African American students comprise 99% of the student body and over 95% of students qualify as economically disadvantaged. Regardless of student background and external factors, MAS maintains the expectation that with the support of our school community all students can and will learn, and will graduate high school prepared for their post-secondary educational experience.

Job Summary:

The Director of Development reports to the CEO and works directly with the leadership team, development team, and Principals/department leaders to build relationships and secure resources for the school. This person will lead the development strategy to ensure MAS has the resources needed to meet its financial and academic goals. This person must have enough development experience to lead development efforts during a period of growth to immediately produce results. The right candidate will be detail-oriented and able to drive many projects forward, while also flexible, inventive, and thoughtful about school fundraising.

I. Position Relationships:

Reports to: CEO

Supervises: Development Manager, Communications and Marketing Specialist

Coordinates with: leadership team, development team, administrative team

II. Position Responsibilities:

Development Strategy & Leadership

- Lead strategic development initiatives and determine key tactics to ensure Milwaukee Academy of Science meets annual and long-term fundraising goals
- Annually develop and lead execution of MAS's fundraising calendar, including dates for solicitations, proposals, reports, activities and events
- Conduct ongoing research to identify new donor prospects and partnerships
- Steward and manage existing foundation and individual donor relationships when appropriate
- Build and lead a high-performing development team

- Demonstrate exceptional team and people management skills; deep commitment to and belief in developing others; ability to influence, inspire trust and motivate others to achieve objectives, both internally and externally
- Provide and present data and other information to key stakeholders and Board of Directors board member engagement in fundraising and other development work

Grant Writing and Reporting

- Lead the effort to research grant opportunities, write letters of interest, grant applications, grant reports and overall successful implementation of grants received
- Oversee all components of grants management including, but not limited to, researching new public and private grant opportunities, maintaining a grants calendar, meeting all grant and reporting submission deadlines and stewardship of key foundation relationships
- Persuasively communicate the organization's mission and programs to potential funders

Donor Communications & School Marketing

- Oversee and collaborate with development team to prepare annual reports and related materials regularly shared with donors, as well as materials for use in external development meetings
- Coordinate donor mailings, annual report, annual appeal, and produce other high-quality written communications such as follow-up correspondence and gift acknowledgements
- Direct the school's strategic communications, marketing, and public relations activities and overall plan, looking for creative ways to connect with a variety of audiences

Donor Relations, Events, and Data Management

- Identify corporations, foundations and individuals locally and nationally to determine alignment with their philanthropic priorities and continue building the MAS donor base
- Engage existing donor base with consistent communications and touchpoints, developing a plan of action specifically tailored to each donor that will deepen and maximize their connection to the school
- Engage in off-site, networking opportunities to continually introduce the school to new donor or partnership prospects
- Develop and manage tours for prospective donors
- Oversee timely and accurate gift accounting and acknowledgements, donor database accuracy and analysis that delivers actionable insights regarding fundraising progress to goal; create reports to guide team actions
- Oversee the planning and execution of key annual fundraising events including, but not limited to, an annual gala, golf outing and small-group donor receptions

III. Qualifications and Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The candidate must be mission-driven, demonstrate the highest integrity, and have an asset-based mindset about Milwaukee and its community
- Bachelor's Degree or equivalent required—Master's degree or specialization in fundraising, marketing/communications, nonprofit management or related field preferred
- At least five (5) years of progressively responsible experience in similar or related roles, with leadership experience preferred
- Experience soliciting and success securing gifts of >\$25,000
- Highly confidential and professional in all aspects of professional interactions
- Must, at all times, possess a valid Wisconsin driver's license and have access to a vehicle which she/he can use during the workday for job responsibilities which require local travel.

IV. Benefits

- Paid time off
- 403(b)
- 403(b) matching
- Health insurance
- Health savings account
- Vision insurance
- Dental insurance
- Life insurance
- Short Term Disability
- Long Term Disability
- Employee assistance program

Schedule:

- 8 hour shift
- Monday to Friday

COVID-19 considerations: It is currently optional for students, teachers and staff wear masks for their protection. Regular community and school assessments showing COVID data is the basis for any changes in this policy.