

Director of Development



Job Posting Date: July 22, 2019

Application Closing Date: Until filled.

Hours: Full-Time (potential for flexible hours and work location)

Start Date: August 5, 2019

Contract End Date: June 30, 2020

Overview:

Charlotte Lab School is a diverse-by-design, progressive K – 8 charter school in Center City Charlotte. We are reimagining school for the 21st century and are looking for a Director of Development to help us continue to make our vision a reality. At Lab, we empower our students with the skills and mindsets they need to grow into the thinkers, creators, and innovators of tomorrow.

Charlotte Lab School is hiring a Director of Development (DOD) to grow and lead fundraising during an exciting new phase in Lab's history. The DOD will play a critical role in telling Lab's story and designing a fundraising strategy to help the organization reach new heights and increase its impact in the Charlotte community. The role will be responsible for raising \$500,000 annually in year one, with targets increasing annually thereafter, with a primary focus on 1) setting a comprehensive, donor-centric fundraising plan that strategically leverages the Executive Director and Board of Directors, and 2) shepherding a portfolio of individual/major gift donors through a relationship management process. The DOD will also grow and lead Lab staff to be part of a school-wide fundraising team, ensuring all activities are systematic and aligned with the annual development plan.

Responsibilities:

- The DOD will work very closely with the ED to help manage a portfolio of key funders and will drive all preparation for and follow-up from ED- and Board-led solicitations.
- The DOD will report directly to the ED and will lead a Development Associate, with the potential for additional future departmental growth.
- The DOD will serve as a key liaison with the Charlotte Lab School Board of Directors.
- This role requires an excellent relationship builder who can develop dynamic funder relationships with Major Gift prospects of various donor types. The DOD will be skilled in "managing up" and understanding when and how to leverage leadership (i.e., the ED and Board members) to advance a donor relationship. The DOD will share responsibility for providing strategic direction to ensure the organization's fiscal health through resource development.

Strategy & Execution

- Develop a comprehensive operating plan for fundraising and communications, which includes a formalized approach to individual and major gifts activity for the organization. Create and systemize a calendar of activities that emphasizes cultivation and stewardship.
- Maintain and improve development systems that include tracking for individual, foundation and corporate giving and expanded use of a donor management system.
- Establish measurable goals and metrics for fundraising activities and results in order to gauge effectiveness.

- Assess the organization's capacity to conduct future Capital Campaigns and advise the Leadership Team as they set long-term facilities strategy.
- Refine the existing case statement, funder pitch, and collateral materials to support all development activities.

Fundraising & External Affairs

- Serve as lead fundraiser, leading a team to secure gifts from individual donors, corporate partners, and foundations.
- Build personal, philanthropic relationships with individual donors and organizations and prospects that inspire greater giving and engage new supporters, while using strategic relationship management practices to track activity. Personally identify, cultivate, and solicit a portfolio of individual and major gifts for Charlotte Lab School.
- Develop and manage the board fundraising strategy, educating board members about the role they play and supporting them with engaging their own portfolios. Serve as the fundraising liaison to the Board.
- Represent Charlotte Lab School to the philanthropic and civic community and serve as a knowledgeable ambassador in various public and private settings.

People Management

- Partner with the ED, Head of Operations, and Board of Directors to make sure that the development team receives the support needed to meet all development-related goals. Act as the primary advisor to Charlotte Lab School's leadership in managing their respective fundraising portfolios, and lead the multi-faceted preparation needs of other solicitors.
- Supervise members of the development staff and outside vendors who are responsible for existing fundraising activities, including:
 - Institutional giving, which includes management of the grant application process
 - Creation of individual proposals for Major Donors
 - Donor information, acknowledgement processes and tracking systems
- Create and assign donor portfolios for front-line fundraising staff, including the ED, and meet regularly as a team to evaluate and refine cultivation, solicitation, and stewardship strategies.

Qualifications, Skills, Qualities:

The ideal candidate must be ambitious, strategic, and excited to take on a new challenge. They must be a diplomatic leader and enjoy establishing effective processes to achieve goals. Highly developed interpersonal skills are essential.

The following key competencies are a must for this position:

- Sales Orientation and Drive for Results: leads and creates a team culture that encourages the pursuit of funds in a scarce environment; communicates progress against targets, and uses data to motivate team to achieve performance goals
- Persuasive Oral and Written Communication: Sets high expectations for the quality and persuasiveness of communications; conveys genuine passion and organizational commitment when interacting with internal and external stakeholders; is able to translate story and brand for various audiences, designing messages that resonate and motivate
- Funder Engagement and Stewardship: Engages with prospective and current funders to successfully build long-term relationships; positions ED and Board to build and sustain key funder relationships; expertly delivers high yield pitches to funders and secures high percentage of target asks

- Strategy Development: translates strategy into actionable plans and timelines, and drives effective allocation of resources; draws insight from multiple sources to shape vision and strategy

In addition, the candidate must have the following qualifications:

- Bachelor's Degree (required), Master's degree preferred.
- Experienced, strategic thinker with experience in fundraising, preference given if at education or youth-focused organizations.
- Instinct and ability to develop recommendations and strategy for individuals that are consistent with an overall development strategy.
- Gravitas, poise and confidence to steward major donors, and knowledge of when to leverage the senior leadership's time and energy.
- Extremely detail- and process-oriented, able to develop and implement internal systems necessary to build capacity and organizational structure.
- Mastery of Google suite required; fluency with relationship databases preferred.
- Knowledge of and comfort with complex financial data.
- Unquestioned integrity, commitment to Charlotte Lab School's mission and a passion for education

Salary & Benefits

We offer a competitive salary depending on experience and qualifications.

Application Process

Please visit charlottelabschool.org/lab-faculty/working-at-lab to complete an application. You will be asked to include your resume and a detailed cover letter demonstrating your interest in working for Charlotte Lab School.

Charlotte Lab School is strongly committed to hiring a diverse and multicultural staff and we encourage applications from traditionally underrepresented backgrounds. Charlotte Lab School does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, national, ethnic origin, or any other reason prohibited by state or federal law.