



Leave a Legacy: Make a difference with Achievement Prep

## DIRECTOR OF DEVELOPMENT

### About Achievement Prep

Achievement Prep is an award winning, high-performing, college-preparatory public charter school located in Southeast Washington, DC. **Our flagship, Tier 1 middle school campus serves approximately 400 scholars in grades 4-8. We opened our elementary campus in August 2013 where we currently serve 275 scholars in grades kindergarten through third.** Our mission is to prepare students to excel as high-achieving scholars and leaders in high school, in college and beyond. Achievement Prep plans to continue its impact by adding additional campuses over the next three years.

### Position Overview

The Director of Development position will direct fundraising efforts, specifically major and individual-donors; corporate, foundation and event fundraising. The position provides an excellent opportunity to build and shape the growth and vision of this dynamic, growing charter school network, and the incumbent will be part of the school's leadership team. Bringing a strong alignment with the mission and values of Achievement Prep, the Director of Development will thrive in an entrepreneurial and outcomes-driven environment, be flexible to changing needs and contribute strategically to the overall mission.

Reporting to the Chief Executive Officer (CEO) and working with the Board of Trustees, the Director of Development will provide leadership, direction and coordination for a comprehensive fundraising program that secures financial resources for Achievement Prep from all donor groups. The Director will be expected to design, implement and manage an integrated development plan focused on supporting the growth and needs of the school. Coordinating with Achievement Prep's leadership, s/he will strategically plan and manage the development operation to meet short- and long-term fundraising goals as adopted by the Board of Trustees; maintain relationships with donors and the Board of Trustees and work hands-on to cultivate and solicit donations.

**Reports to:** Chief Executive Officer

### Responsibilities include, but are not limited to, the following

- Establish short- and long-term development goals, strategies and tasks, including: annual giving, capital campaigns, special projects, and other school-related solicitations.
- Develop and implement fundraising strategies and appropriate follow-up action, including: solicitation materials, correspondence and reports as necessary to promote donor participation, recognition and cultivation.
- Develop strategic partnerships with corporations, foundations and the media to leverage Achievement Prep's visibility and impact on education in the District of Columbia.
- Develop, direct and coordinate foundation fundraising efforts.
- Identify, cultivate, solicit and expand the number of individual annual, major and planned giving prospects and donors.
- Provide appropriate and timely stewardship of gifts and find way to continually engage donors to help maintain their ongoing support of Achievement Prep.
- Identify and pursue new sources of corporate income.
- Develop and implement parent and class-based fundraising programs within the school.
- Manage and build the annual and online giving programs.
- Coordinate and plan at least two substantive cultivation special events each year to raise funds and awareness of Achievement Prep, and deepen relationships and engage Achievement Prep's donor base.

*Achievement Prep Network Office*

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[achievementprep.org](http://achievementprep.org)



- Create office systems to support all development projects and operations, including: supervising all donor and gift record-keeping; and overseeing the management of databases and all records, files, and gift processing to ensure appropriate and timely coding and acknowledgement of donors and reporting for all stakeholders.
- Work with the CEO and the Development Committee of the Board of Trustees to create an annual fundraising goal and to develop strategies to initiate and meet aggressive fundraising goals.
- Develop fundraising training for Trustees and other leadership volunteers.
- Assume responsibility for all development reports to the Board and other agencies, and attend all necessary Board meetings.
- Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors, and ensure compliance with code of ethical principles and standards for fundraising.
- Act on behalf of the CEO as requested.

### **Qualifications**

- Unquestioned integrity and commitment to Achievement Prep's mission and values
- Thorough understanding of what constitutes a comprehensive and quality development program
- A career of increasing and related responsibility in professional roles
- Three plus (3+) years required of fundraising experience
- Proven track record of maintaining fiscal integrity and budget compliance
- Extensive working knowledge of all areas within fund development, including major gifts, foundation relations, corporate relations, annual giving, and research
- Evidence of a successful track record in meeting or exceeding stated goals
- Capability to personally build, develop and retain strong relationships with major donors, community leaders, parents, members of the Board of Trustees, and the Achievement Prep team
- Ability to self-direct and prioritize among competing goals and to initiate process improvements
- Demonstrated ability to work well with others and build relationships across teams
- Excellent written and verbal communication skills, including strong public speaking skills with the ability to engage and inspire a wide range of audiences
- Goal driven, accountable and reliable
- Strong attention to detail and follow through
- Excellent organizational, planning, and implementation skills
- Knowledge of public education reform landscape strongly desired, with a specific focus on the DC education landscape preferred
- Bachelor's degree required