



Highland Community School

A parent-directed, Montessori charter school

Highland Community School Job Description

Position: Fund Development Manager

Reports to: Executive Director

General Description:

The Fund Development Manager will lead the planning and execution of all aspects of the organization's fundraising program. Highland Community School relies in part on private, foundation and corporate gifts to fund school programming and provide our students, families and staff with a progressive, rigorous, Montessori education. As we grow as an organization, we are also looking to grow in our development capacity, with ambitious goals to significantly increase our funds raised over the next three years. The Fund Development Manager fosters donor relationships and is charged with growing our individual and corporate donation programs. The Fund Development Manager understands and promotes the school's mission, vision, values, and key goals both within and outside of the immediate school community.

Essential Duties and Responsibilities:

1. Directs and implements the annual fundraising
 - a. Develops the annual fundraising plan in conjunction with the executive director and development committee including a major gift plan that encompasses prospect lists, cultivation and solicitation strategies.
 - b. Creates and implements the mailing and online strategies for annual fundraising.
 - c. Engages volunteer leadership for the annual fund.
 - d. Writes or works with the chairs to write the annual fund letters and develop collateral materials.
 - e. Creates and coordinates the mailing of acknowledgment letters.
 - f. Schedules, coordinates and implements telephone follow-up.
 - g. Serves as the liaison to volunteer solicitors on the board and development committee. Meets with the development committee on a monthly basis.
 - h. Makes major gift solicitation calls.
 - i. Keeps and distributes records of annual fund progress
2. Supervises and supports the grant coordinator
 - a. Researches and works with the grant coordinator, executive director, and fund development committee to determine the foundation targets for annual giving and special projects.
 - b. Ensures the grant coordinator is creating core proposals and tracking activities pertaining to any grant activity for the school.
 - c. Meets with foundation program officers as needed.
 - d. Writes, submits, and tracks grant proposal and reports as needed.
3. Manages the annual Bike Walk Eat and alumni events in conjunction with volunteer leadership
 - a. Serves as the internal staff point person for all fundraising event activity and volunteers.

- b. Recruits the event committees.
 - c. Manages logistics and communication for the event.
 - d. Supervises event progress through regular meetings/contact with volunteers.
 - e. Supervises day-of-event activities.
 - f. Works with the accounting office to ensure secure financial processes are in place. Reconciles records with the accounting office.
 - g. Communicates results of the event to constituents.
4. Administers and maintains the development database
- a. Updates constituent records.
 - b. Enters all gifts.
 - c. Constructs and generates reports and queries.
 - d. Creates and maintains the coding system.
 - e. Reconciles donor records with the accounting office on a monthly and annual basis.
 - f. Develops a moves management program for the donor pipeline.
5. Manages communication activity for the development program
- a. Coordinates and produces electronic and print publications for the development and outreach programs, including extended community communications.
 - b. Initiates and coordinates media activity for the school by developing relationships with key media personnel, creating and distributing media releases and updating media information on the website.
 - c. Creates website content related to development activities.
 - d. Collaborates with Parent Involvement Coordinator on the schoolwide communications plan.
6. Completes all assigned job duties aligning with expectations set forth within the Highland Employee Handbook, Parent Handbooks, and the Charter Contract between Highland Community School and Milwaukee Public Schools. Performs related work as required.
7. Unforeseen circumstances may arise (such as damage or destruction of school property, or a closure of part or all of the school campus, among other things). This may require the School to modify the location, time, and/or means of its operations and/or the nature of staff assignments and may include teleworking. Should such a circumstance arise, you may be asked to perform your duties at a different location, during non-traditional school hours, by other non-traditional means or through teleworking.

Minimum Qualifications:

- BA/BS required, relevant advanced degree preferred
- 3- 5 years of progressively responsible development/fundraising experience, with a proven track record of increasing donor bases
- Excellent interpersonal skills; can build relationships and communicate across a broad range of stakeholders
- Excellent writer; able to craft a concise and compelling case for HCS for use in materials, grants, and proposals
- Entrepreneurial spirit; Resourcefulness to manage multiple projects and donors simultaneously
- Ability to take initiative and work independently without close supervision
- Team player with a positive attitude
- Superior public speaking skills
- Experience fundraising in an education-related organization preferred
- Prior work with or knowledge of environmental organizations a plus
- Success identifying, writing and securing grants