

# Coronado Schools Foundation

## *Director of Development*

### Job Description

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**Mission of the Foundation:** Through community involvement and support, Coronado Schools Foundation (CSF) raises and manages funds to provide exceptional learning experiences for all Coronado Unified School District students.

**Position Overview:** The Director of Development (DD) will initiate and implement comprehensive fundraising activities for CSF including annual Development Plan/budget which includes donor development initiatives, managing Bloomerang donor software, foundation grants & corporate initiatives, fundraising campaigns and oversees events. Fundraising campaigns include but are not limited to Annual Giving/Partner in Education (PIE), community partner campaigns, and Business Partner in Education campaign. Directly supervises Development Coordinator to ensure major events meet stated goals and volunteer management development. This position includes community relations, networking, board support and training, research, public presentations, donor database management, donor data analysis and coordination for development activities.

**Reports to:** Chief Executive Officer (CEO)

**Compensation:** Position is salaried, exempt, with flexibility needed for special events, meetings or occasional presentations outside of normal work hours. Salary Range: \$50,000 to \$60,000. Benefits offered include vacation and sick leave, health insurance, and Coronado Unified School District (CUSD) office staff holidays. This position will be part time during training in July and will be fulltime as of August 1<sup>st</sup>, 2018.

**Hours of Operation:** 8:30 am to 5:00 pm; with flexibility needed for special events and committee meetings.

#### **Education and Experience:**

- Five years development (nonprofit) and management experience with proven track record; working with staff, board members, volunteers, and community members.
- Bachelor's degree or equivalent experience.
- Event Management experience (budgets of \$250,000+ per event) required as DD oversees Development Coordinator, who directly executes events.
- Experience working with a Board of Directors and managing volunteers.
- Coordinating and working with Marketing Department to maximize fundraising return.
- Manage donor database system, reporting, analysis and acknowledgements.
- Emphasis on developing individual and major donor gifts, cultivation and stewardship of existing donors (individual, local business, corporate and foundations) to increase donor retention rate.
- Working with Development Coordinator to oversee a successful volunteer program, including recruitment, retention and acknowledgement.
- Excellent communication skills, written and verbal.
- Effective and efficient organizational & computer skills (Microsoft Office – WORD, EXCEL, Outlook) with QuickBooks a plus.
- Financial management - ability to create budgets and manage projects accordingly.
- Supervisory experience for employees and interns.

#### **Qualifications:**

- A "people person," genuinely interested in pursuing relationships/partnerships to benefit CSF's mission.
- Active listener who is passionate about our cause and able to discuss it with zeal.
- A facilitator, comfortable with empowering others to succeed.
- Experienced manager, overseeing staff, interns and volunteers and working closely with CEO.
- Detail oriented with respect to planning, analysis and financial management.

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- An individual who can visualize the “big picture,” and prioritize work according to the greater needs of volunteers and sponsors as well as to meet individual job requirements.
- Strong organizational/project management skills in a fast-paced environment.
- Works well under pressure, remains flexible, and a team player while meeting deadlines & timelines.
- Self-motivated individual who can work towards agreed-upon goals with minimal supervision while adhering to the highest ethical standards.
- Ability to write press releases, website updates and donor acknowledgement letters.
- Experience in working effectively with a diverse population of parent and community volunteers, school staff, business sponsors, and board of directors.
- Computer proficiency.

#### **Responsibilities – Fundraising & Donor Management**

- Develop and implement a comprehensive fundraising plan that: diversifies funding base; increases individual and major donor giving; increases business/corporate support; increases Foundation support, including making grant recommendations and research; and effectively implements special event fundraising efforts.
- Oversees Development Coordinator for annual events – fall Auction, spring Telethon, donor events and friend-raisers.
- Manage and execute all annual and renewal donor campaigns.
- Coordinates matching gift donations, receipt and acknowledgement.
- Develop and implement an effective donor cultivation and stewardship strategy, including participation in major donor and individual donor meetings, while maintaining confidentiality.
- Oversees any annual campaigns (soft) to bring in additional revenue (i.e. Amazon Smile).
- Develops budgets for events with input from CSF staff, key event volunteers and Development Coordinator and is responsible for meeting stated fundraising goals.
- Works with Director of Marketing to align marketing initiatives, both print and digital, with development calendar in support of events and giving campaigns.
- Oversees coordination of volunteer management program by Development Coordinator from a risk management perspective.
- Coordinates fundraising calendars with other school and community partners.

#### **Responsibilities – Administration/Management**

- Works with Board Committees for fundraising, stewardship and donor retention; serves on Fundraising Committee and others, as applicable.
- Create and oversee project-related and development budgets.
- Manage data entry and reporting in donor database and generate acknowledgements.
- Works closely with CEO to ensure development goals are met and reviewed quarterly.
- Works with Director of Marketing to coordinate fundraising activities with marketing plans and timelines.
- Maintains all hard copy and computer files in an orderly and up-to-date system.
- And other duties as assigned.

#### **Performance Criteria:**

Evaluated based on execution and success of development plan, financial knowledge, quality of work, and overall success, both reaching fundraising goals and developing community support and involvement, working within approved budgets & timelines.

**To Apply:** Send resume and cover letter expressing interest in position to CSF HR, 201 6<sup>th</sup> Street, Coronado, CA 92118, or e-mail to [csf@csfkids.org](mailto:csf@csfkids.org), by 5 pm on June 15<sup>th</sup>, 2018. No phone calls please.