

## Director of Development

**Start date: Immediate**

*Full-time, 12-month position*



WASHINGTON LATIN

PUBLIC CHARTER SCHOOL

### JOB PURPOSE

Reporting to and working in close collaboration with the Head of School (HoS), the Director of Development will refine and execute the existing comprehensive development strategy for Washington Latin. Using this strategy, the Director of Development will provide leadership to identify, cultivate, and secure major gifts from institutional and individual donors in support of the school's \$12 million capital campaign to launch a second campus. The Director of Development will work closely with the Washington Latin Board of Governors to leverage their networks, develop them as advocates, and support overall board development.

### ESSENTIAL JOB OBLIGATIONS

- ***Refine and execute Growth Development Campaign (\$12M)*** - Work with the Head of School, senior staff, and the Board of Governors to refine and execute a multi-year growth fundraising plan for Washington Latin's second campus.
- ***Cultivate a robust donor base*** - Develop and maintain relationships with donors and prospects, and track relationships managed by others (board, Head of School, etc.).
- ***Coordinate Special Events for external prospects/donors*** - Orchestrate all dimensions of development events, from invitations and RSVPs to facility management and program design.
- ***Identify and manage grant opportunities*** – Identify private and public grant opportunities, manage the grant writing and application process (including working with faculty on project specifics, researching issues, etc.), and providing grant reports and updates to grantors as needed.
- ***Collaborate with Director of Advocacy, Communications & Engagement (ACE) on external communications*** – Partnering with the Director of ACE and with direction/guidance from the Head of School, senior staff, and the Board of Governors to identify donor/prospect communications goals, strategies, and tactics and create the range of printed and online materials related to the campaign.
- ***Partner with HoS to manage Board of Governors' engagement on Growth Development activities*** – Work to engage all board members, as possible and appropriate, in development activities. This includes supporting board members to leverage their networks to identify and cultivate prospects (both individual and institutional), to serve as advocates for Washington Latin, and to maximize board giving. Staff the Board Development Committee, including providing regular progress reports on plan execution.

- ***Maintain Records and Reporting*** – Execute and/or oversee data entry of all major gifts and grants, including tracking, reporting, correspondence, and follow-up. Work with Director of Finance on all necessary reporting, budgeting and audit-related activities. Work with the Director of ACE to ensure donor data accuracy.

## **QUALIFICATIONS**

- Demonstrated commitment to public education, ideally to the public charter school sector, as well as to equity and inclusion in education.
- At least five years’ experience in philanthropy, ten years preferred, with increasing responsibility, including a proven track record of securing major gifts (\$100,000 and above) from both individuals and institutional donors.
- Very strong communications skills (both verbal and written) that can translate broad concepts and detailed plans into succinct, compelling, clear messaging for prospects.
- Ability to work collaboratively as well as independently in a busy, fluid work environment.
- Experience with range of applications used for development and communications (e.g., databases, e-newsletter apps such as MailChimp, design programs, etc.) and willingness to execute administrative tasks (data entry, mailings, formatting documents, etc.) as needed.
- Willingness to innovate as well as support existing activities.
- Bachelor’s degree required; Masters preferred.

## **WHO YOU ARE**

You are a master of your field, a curious lifelong learner, and someone who loves working with and for kids. Additionally, you consistently do the following:

### **For Students**

- ✓ Support our respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- ✓ Consistently support high academic and personal expectations for students both in and out of one’s classroom;

### **For Colleagues and Administrators**

- ✓ Respect one’s colleagues and administrators in word and deed;
- ✓ Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;

### **For Parents**

- ✓ Recognize the partnership between school and home as a crucial component of a student’s experience in school;
- ✓ Be willing to invest the time to develop and maintain relationships with families;

### **For Oneself**

- ✓ Actively pursue professional development opportunities;
- ✓ Join all relevant organizations for one’s continued growth;
- ✓ Discuss with your supervising administrator any particular conditions that could make life at Washington Latin more enjoyable and productive;
- ✓ As much as possible, maintain some healthy balance of professional and personal time.

## WHO WE ARE

Washington Latin is a liberal arts, college preparatory school with a classical mission serving 700 students in grades 5-12 from across the District of Columbia. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students' respect for difference while fostering their understanding and appreciation of our shared humanity.
- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students' long-term success.

## COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY

Washington Latin is an equal-opportunity employer and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.

**APPLY NOW** Qualified applicants should submit a résumé, cover letter, and list of references to [jobs@latinpcs.org](mailto:jobs@latinpcs.org). Read more about Latin at [www.latinpcs.org](http://www.latinpcs.org).