

## Director of Development

### Who We Are

Henderson Collegiate is a mission-driven, college preparatory, public charter school located in rural Henderson, NC, with an unrelenting focus on character development and student achievement. Our school serves students who come from traditionally underserved communities (approximately 85% receive free or reduced lunch, and about 90% are students of color). However, we consistently rank in the top 4% of all North Carolina Public Schools. At Henderson Collegiate, we believe in 51% character and 49% academics, as we will never sacrifice a moment to teach our students character traits that will help them become great people. We are both a team and family who leverage passionate people to be the best teachers and leaders that they can be. We work beside each other to make what most people say is impossible, happen regularly.

### What You'll Do

#### Overview

At Henderson Collegiate, we believe that we have a compelling story to tell. We are looking for an entrepreneurial, magnetic, network-expanding **Director of Development** to serve as a key liaison between Henderson Collegiate and the local, regional, and national education communities in order to amplify that story. This person will assist in communication management, stakeholder engagement, and fundraising to support our network.

#### Key Responsibilities

- *Fundraising + Development*
  - Manage development budget, to include setting priorities and negotiating vendor contracts;
  - Develop grant applications to raise funds from foundations (private, public and federal) and corporations;
  - Manage grant compliance and reporting;
  - Manage development operations such as gift processing, scheduled communications, and event logistics for school visits and presentations;
  - Maintain Network for Good and other development records; collect and update more complete donor and prospect information;
  - Develop annual report, assets for development, standard grant reports and proposals, and donor e-mail templates;
  - Plan and execute Annual Benefit fundraiser for engaging local philanthropic community;

- Develop giving tiers and recognition levels, including opportunities for corporate sponsorship;
  - Collaborate with Board of Directors, Executive Director and Chief of Staff to craft and execute a strategy to raise funds; and
  - Streamline online donations and develop prospect research systems.
- *Communications*
    - Build brand awareness, a diverse donor prospect pipeline, and base of donor advocates through school tours;
    - Create, disseminate, and analyze digital and print communications and campaigns, and handle day-to-day communications operations; and
    - Develop press relationships, create and disseminate press releases, promote positive publicity for Henderson Collegiate.

## Who You Are

- **An A-Player.** Top talent knows top talent. Period.
- **A serial optimist.** You've got a deep, personal commitment to the mission of Henderson Collegiate's Schools, and a genuine belief that all students can achieve academic excellence, regardless of race or socioeconomic status. You've got a "healthy rage" about the state of public education in the rural South - and you want to be a part of a team that is doing something about it every single day.
- **A details maven.** Nothing gets past you. You don't drop balls, miss deadlines, or forget to respond to someone's inquiry. You track timelines, data, and information in an organized and systematic fashion. You follow up with people to follow up with you - whether it's planning a flawless event or executing a seamless interview, you amaze and wow people with your superhuman eye for the little things.
- **A customer service enthusiast.** You know that first impressions matter. You care deeply about how others experience the organizations you care about. You will go above and beyond to make sure people have the information and resources they need to be successful.
- **A driver of results.** You've demonstrated an ability to drive results in the pursuit of ambitious goals, and you combine your exceptional strategic, analytical, and critical thinking skills with your penchant to use data to drive decision-making to achieve impressive outcomes. You know that inputs are important - but at the end of the day, only outputs matter.
- **A systems builder.** You're unfazed by ambiguity, and thrive in situations where you get to build something out of nothing, or create order out of chaos. You want to do work that's never been done before, better than anyone's ever done it.

- **An entrepreneurial learner.** You are a self-directed go-getter. You take initiative, generate ideas/solutions to problems, operate with a growth mindset, and seek opportunities for feedback.

## **Your Experience**

- At least 2 years of experience working in external partnership-building and fundraising in the nonprofit sector (highly preferred)
- Previous experience teaching in low-income schools or strong, demonstrated interest in K-12 public education (highly preferred)

*Salary is competitive and commensurate based on experience. Compensation at Henderson Collegiate includes a comprehensive benefits package.*