

DIRECTOR OF DEVELOPMENT

PROFILE & POSITION DESCRIPTION

*an opportunity to train
students' minds, disciple their
hearts, and bring light to the
city - one child at a time*



The City School

LUX URBI LIGHT TO THE CITY

who

The City School is a Pre-K to 12 school located in Philadelphia, PA, USA.

you

Our vision is for more and more children to flourish in the city in Jesus' name.

learn

We are comprised of three campuses:

- Spruce Hill (K-5)
- Fairmount (PreK-5)
- Poplar (6-12)

with

With a current enrollment of nearly 420 students, we are committed to honoring Jesus in the city through an excellent and accessible education that nurtures shalom.

matters

our mission

is to train students' minds, disciple their hearts, and bring light to the city - one child at a time.

The City School is aligned around the biblical concept of shalom which shapes faith formation calling all to peace with God, with self, with others, and with all of creation.

Being shaped around shalom requires a diverse community of learners, dreamers, influencers, artists, athletes, and scholars. We span the spectrum of race, socioeconomic background, academic strengths, and faith traditions.

A City School education is not the simple accumulation of skills and knowledge, but instead the nurture of minds and hearts towards the transformation and healing of the world. The City School seeks to grow leaders whose use of their talents is characterized by service and love.

comprehensive campaign

In 2017, The City School launched a comprehensive giving campaign called “Let There Be Light.” Through this campaign, we seek to raise funds to sustain need-based financial aid for students, to advance the new Poplar upper school as a sustainable campus, grow our enrollment and development capacity, and implement the next major components of our strategic plan. Upon completion of the Campaign, and because of the school’s innovative model, we will have grown from a school serving 415 students to one that can serve nearly 600 students with an increased annual development need.

As the execution of this Campaign makes clear, The City School is growing—poised to bring an education rooted in shalom to hundreds more children and families in Philadelphia for generations to come.

shalom

Seek the shalom of the city where I have sent you into exile, and pray the Lord for it, for in its shalom you will find your shalom.

Jeremiah 29:7



director of development position description

The City School | Philadelphia, PA, USA

You are the light of the world. A city set on a hill cannot be hidden. Nor do people light a lamp and put it under a basket, but on a stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.

Matthew 5:14-16

position and objective summary

Success while serving as Director of Development is defined as growing support for the mission of The City School by building positive relationships with potential donors and deepening relationships with existing donors through effective communication, personal requests to give, and disciplined follow-through.

Serving the school through the work of fundraising and development, the Director of Development will fill a crucial role by applying the school's strategy and approach to engage individuals in face-to-face dialogue about investing long-term in The City School.

Candidates for this position should have a proven track record in major donor development and growing ongoing financial support for a mission-driven organization. The ideal candidate will be/have:

- A Christian committed to God's glorying, characterized by irreproachable Christian character, and a member of a local church.
- Strong and proven verbal and written communications skills.
- Excellent interpersonal and relational skills: a friendly, poised, and professional demeanor, and modest, professional dress; tactful, courteous, energetic, and polite.
- Ability to maintain strict confidentiality at all times.
- Ability to work independently and make decisions in accordance with the Head of School expectations, established school policies and procedures and school mission and core values.
- Ability to plan, set priorities, and implement work in a disciplined manner to keep multiple projects progressing to completion simultaneously with minimal direction.
- Strong computer skills including word-processing, spreadsheet, presentation creation, social networking, and web-based technologies. The ability and willingness to adapt and upgrade computer skills if needed; and ability to quickly learn and utilize new technologies.

qualifications

Education:

- Bachelor's Degree required
- Professional certifications, such as Chartered Advisor in Philanthropy (CAP), or CFRE (Certified Fundraising Executive) are a plus.

Desired Experience:

- Demonstrated vision and passion for Christ-centered excellent education
- Communicating a school vision to varied audiences/groups, including parents, students, donors, churches and the broader community
- Demonstrated success in donor relationship-building and fundraising ability
- Has and shares a dynamic personal Christ-centered spirituality (Will appreciate the varied streams of spirituality in the school)
- Proven collaborative leadership that develops effective teamwork
- Has shown commitment to diversity and anti-racism and exhibited cultural competence

accountability and status

The Director of Development is appointed by and accountable to the Head of School.

Status: Full-time

Calendar: 12 months; four weeks of vacation during the summer months.

position responsibilities

- Knows the school's goals
- Provide creative and innovative leadership in establishing new programs for the development and enhanced impact of The City School.
- Develop and implement short-term and long-term, high-impact action plans to engage donor prospects face to face, seeking their generous financial support for the mission and vision of The City School.
- Implement disciplined methods for contacting, scheduling, visiting, and personally following-through to consistently grow a base of support from a growing number of donors.
- Establish and maintain contact with key individuals in businesses and foundations with the potential for contributing funds, services, or other resources.
- Develop and implement plans for involving a growing and broad constituent base (e.g. parents, past parents, grandparents, alumni, corporations, foundations, friends).
- Maintain an appropriate level of visibility at school events where TCS constituents attend.
- Identify and recruit volunteers for Development related teams and projects.
- Build a Development team that will provide effective implementation of the Development strategy of TCS.
- Organize and oversee various capital campaigns, giving campaigns, annual giving, and special projects.
- Integrate the efforts of key people (Head of School, board members, key staff, volunteers, etc.) in the implementation of giving campaigns and development programs.
- Integrate the efforts of various school and church staff, organizations, committees, and groups in organizing and implementing development programs.
- Provide appropriate training for staff or volunteers related to development and communications.
- Serve as an ex-officio member of the Board Development Committee.

position responsibilities (cont'd)

- Provide leadership for major development events (small and large group meeting, key donor lunches, banquets, organized phone-a-thons, etc.)
- Provide leadership for all internal and external communications that create a culture of generous giving to TCS and generosity within the TCS community.
- Provide leadership and/or assistance in internal or external communications, public relations, media resources, community organizations and other initiatives internal to marketing and communications.
- Work with the Head of School in developing print and digital marketing materials.
- Provide leadership in implementing a planned giving approach for TCS that creates opportunities for long-term sustainable giving.
- Apply a disciplined approach to communication with the Head of School as this must be the primary way to stay informed and connected to TCS operations and improvements.
- Attend Board meetings to provide appropriate communication or reports at the special request of the Head of School.
- Communicate and administrate TCS fundraising policies and procedures among constituent groups (faculty, staff, parents, students, and alumni).
- Maintain careful notes, update and maintain the appropriate development records at all times.
- Other job-related duties as assigned.
- Maintain accurate records in donor database.

qualified applicants should submit

- Cover letter expressing your interest in the position.
- Current resume.
- Statement articulating the applicant's personal Christian faith and practices.

Please submit application documents to:
Mrs. Shanté Brown Major
sbrownmajor@cityschool.org



cityschool.org