



Baltimore Montessori Public Charter School Development Director

For immediate consideration:

**Submit a letter of interest, resume, and three references
to Allison Shecter: allison@bmpcs.org or 410-528-5393.**

Baltimore Montessori Public Charter School (BMPCS) is a mission-driven school in the urban heart of Baltimore City's Arts and Entertainment District. Founded in 2008, we serve a diverse and vibrant community of students aged 3 through 8th grade. Our school features a Seed to Table program, a beautiful outdoor environment, a recently rehabilitated historic building, a talented and dedicated staff, a supportive and visionary administration, a dynamic and engaged parent community, and fruitful partnerships with local universities and cultural centers. With a waiting list of over 1,200 students, Baltimore Montessori Public is Baltimore City's only public Montessori school.

Baltimore Montessori Public is seeking a dedicated, entrepreneurial, and highly organized leader to become part of its vibrant learning community and serve its unique mission. The Development Director reports to the school's Director and Founder and oversees all aspects of private fundraising, including annual and major gifts, foundation relations, and corporate giving as well as special events.

Responsibilities

As Development Director, you will work with the Director and Founder, our leadership team, the Board of Directors, and others stakeholders to tell our story, grow our giving base, increase donor engagement, and support long-term stewardship for our supporters. You will oversee existing fundraising programs, including the annual fund, foundation relations, and our *HANDS ON!* Gala, and launch new programs designed to attract major gifts from individuals, foundations, and companies to support programmatic and capital priorities. You will be responsible for building our capacity, strengthening systems, and securing resources to promote growth and ensure sustainability.

Leadership and Oversight of Fundraising (40%)

- Lead the school's annual and strategic fundraising planning initiatives
- Focus and deepen the school's cultivation program through initiatives including but not limited to *Muffins at Montessori*, student showcase events, and other engagement vehicles to ensure the school builds personal and meaningful relationships with its prospects and donors
- Collaborate with our event planner, the Gala Committee, and Honorary Chair to promote sponsorships and ensure the continued success and growth of the annual *HANDS ON!* Gala
- Oversee management of the school's new fundraising database, ensuring the timely recordation of gift and donor activity, as well as the development of moves management strategies and accurate reports that inform fundraising strategies and decision-making
- Establish and track performance metrics to evaluate the effectiveness of the school's fundraising program

Personal Fundraising Activity (30%)

- Initiate a streamlined annual giving program, by developing and implementing strategies to solicit and steward gifts from a wide variety of constituents, including parents and families, Board members, community supporters, and other supporters

- Launch an individual major gifts program, by identifying, cultivating, and helping to solicit individuals with the capacity and interest to make substantial and sustained gifts to the school
- Strengthen the school's foundation relations program, by engaging staff and Board leaders in the cultivation of top prospective funding sources and collaborating with staff to draft proposals, submit timely reports and acknowledgements, and secure grants for key priorities and programs
- Launch a corporate relations program at BMPCS, by developing sustainable partnerships with area companies that generate awareness, visibility, and financial support for the school
- Sustain efforts to secure additional state or federal dollars and research additional public resources
- Serve as a liaison and resource for parent or teacher-led fundraising efforts

Board Fundraising Management (15%)

- Fully engage members of the Board of Directors in fundraising activities, serving as an ex-officio member of the development committee and providing these volunteer leaders with the tools and knowledge to serve as full partners of the development team

Marketing & Communications (15%)

- Support marketing, communications, and social media efforts and strategies that advance public awareness of the school and fuel the growth of the fundraising program
- Coordinate visit requests from various constituencies, including media representatives, educational representatives, elected officials, and others

Qualifications

- Bachelor's or higher degree from an accredited college or university
- Minimum of five years of nonprofit fundraising experience with a proven track record of success
- Experience in individual giving, including major gift solicitations, and foundation and corporate relations
- Excellent written and verbal communication skills; write and speak persuasively about the school to various constituencies
- Exceptional project management skills, designing, implementing, and tracking multiple campaigns and programs
- Demonstrated success in leading volunteers and working with boards and committees
- Prior experience in education, especially independent or charter schools, is desirable
- Understanding of database management systems
- Experience in developing a fundraising budget and tracking and measuring results
- Ability and desire to work in a fast-paced and dynamic team environment, and effective at balancing team expectations while managing autonomy with independent projects
- A willingness to approach challenges as opportunities for growth and a commitment to open communication, professionalism, and collaboration
- Unwavering belief in the mission, vision and core values of BMPCS, including an understanding and support of the Montessori educational model and a commitment to increasing access to high quality education options for families
- Demonstrated excellence in communication, organization, flexibility, and receptivity to feedback
- Willingness and ability to work evenings and weekends when/as necessary

Hours, Compensation, and Benefits

- This is a full-time 12-month position, approximately 40 hours per week.
- A competitive compensation and benefits package, commensurate with qualifications and experience, will be provided to the successful candidate.
- This is an extraordinary opportunity to join a strong and passionate community serving children in Baltimore City with opportunities to grow along with our organization.