**DIRECTOR OF DEVELOPMENT**

**JOB DESCRIPTION**

**Organization: KIPP Baltimore, Inc.**

**Position: Director of Development**

**Location: Baltimore, MD**

**Reports to: Executive Director**

**About KIPP Baltimore**

KIPP Baltimore is a non-profit network of free, public charter schools that prepare students for success in college and life. In 2002, we started our first middle school, KIPP Ujima Village Academy with the goal of graduating students with the character strengths and academic abilities needed to succeed in high school, college and beyond – and in so doing, to prove what is possible in urban schools. Today, we serve 1,500 students at KIPP Ujima (grades 5-8) and KIPP Harmony Academy (grades K-4) and serve more than 700 alumni through the KIPP Through College program, a comprehensive support program for alumni in high school and college. Of the first three classes to graduate from the middle school, 89% have graduated from high school, and of those who graduated from high school, 66% are continuing their education.

KIPP Baltimore is part of the national Knowledge is Power Program (KIPP), a network of free, open-enrollment, college-preparatory public schools in under-resourced communities throughout the United States. There are currently 183 locally-run KIPP schools in 21 states and the District of Columbia, and nationally KIPP serves approximately 70,000 students.

**Role Overview**

The Development Director will work directly with the Executive Director and Board of KIPP Baltimore to meet their annual philanthropic revenue budget (approx. $1.3 million). Working closely with the board, KIPP Baltimore leadership, and the Development staff, he/she will create a multi-year fundraising strategy including a multi-year campaign to secure major gifts. He/She will be responsible for expanding the funding base and building strong relationships with individuals, corporations, and foundations in the community and nationally. The Development Director will continue to strengthen KIPP Baltimore’s back-office functions for development including creating and implementing effective policies and systems for stewardship, gift acknowledgement, recognition, receipting, and gift/pledge reporting.

**Responsibilities**

* **Annual and Long-term Development Strategy:**
  + Create annual and long-term KIPP Baltimore development plans in conjunction with the Executive Director, School Leaders and COO based on historical analysis of KIPP Baltimore fundraising and Baltimore market analysis.
  + Develop and manage a multi-year growth campaign to secure major gifts.
  + Provide vital input to short- and long-term strategic and operational planning.
* **Donor Cultivation and Stewardship:**
  + Strengthen and expand KIPP Baltimore’s current portfolio of individual donors by meeting with prospects, preparing informative written materials for the prospects, researching prospect background and history, and properly stewarding current donors.
  + Oversee KIPP Baltimore’s foundation and corporate relations program by managing the research, writing, and submission of grant proposals to local and national foundations and corporations.
  + Partner with Executive Director to coordinate the Board of Directors’ involvement in KIPP Baltimore’s including Board Meeting, fundraising and volunteer opportunities. Responsibilities include collaborating with Board Chair and Development Committee to ensure 100% board giving, staffing the Board Development Committee and providing updates to the Board of Directors on development activities.
  + Leading stewardship activities including, but not limited to, internal/external meetings, school tours, face-to-face solicitation meetings, and cultivation and solicitation and volunteer events.
  + Collaborate with CGOO to ensure that proper fund accounting is used to track, manage, and report grants and gifts.
* **Communication and Marketing:**
  + Oversee the design, distribution, and documentation of development-related promotional materials.
  + Provide inspiring representation of KIPP Baltimore to its donors, prospects, Development Committee, partner organizations, and fundraising volunteers.
  + Lead the design and creation of an updated organizational website.
* **Special Events:**
  + Create and implement a special event(s) to celebrate KIPP Baltimore’s 15 year Anniversary.
  + Manage monthly “Conversations with KIPPsters” for prospective donors and stakeholders.

**Qualifications/Skills**

* A minimum of a Bachelor’s degree and five years of demonstrated success in the development or business development fields.
* Existing relationships with the Baltimore funding community strongly desired.
* Articulate, professional demeanor with strong self-confidence, initiative and humor.
* Outstanding writing skills and experience.
* Demonstrated ability to use data, metrics, and storytelling to communicate KIPP’s value and purpose to a variety of stakeholders and audiences.
* Demonstrated ability to work in a fast-paced, high energy environment with a proven ability to juggle multiple deadlines and tasks. Detail orientation is a must.
* Knowledge of public education reform landscape a plus.
* A grass roots mentality; flexibility and willingness to work both on broad based strategy and every day details.
* A healthy measure of the character traits we value: zest, grit, hope, love, social intelligence, gratitude and a sense of humor.

**Competencies** The exceptional candidate will excel in the following competencies:

* **Stakeholder Management:** Develops strong, trusting, respectful relationships with others and has a track record of building relationships across teams. Demonstrates honesty and integrity.
* **Communication:** Excellent written and verbal communication skills with keen attention to detail and strong organizational skills.
* **Critical Thinking & Problem Solving:** Gathers information from different sources; sifts through complexity; and proposes relevant solutions.
* **Continuous Learning:** Intellectual curiosity and a desire to seek opportunities and make use of successes, failures and data to learn and improve.
* **Achievement Orientation:** Demonstrates results and the ability to sustain and persevere through significant challenges to reach goals.

**Compensation and Benefits:** Salary commensurate with experience.  Full benefits package included.

***Statement of Non-Discrimination:*** *KIPP Baltimore is committed to the ideal of diversity in its student body and in its faculty and staff.  KIPP Baltimore does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, nationality, or ethnicity.*

**To Apply,**

Complete online application, and submit a resume and cover letter to [jobs@kippbaltimore.org](mailto:jobs@kippbaltimore.org)