



Director of Development

Wissahickon Charter School is seeking an experienced Director of Development. The Director of Development, working alongside the Chief Executive Officer, will lead the planning and execution of all aspects of the organization's fundraising program. Wissahickon Charter School relies in part on private, foundation and corporate gifts to fund school programming and provide our students, families and staff with a progressive, rigorous, and environmentally focused education. Funding also supported our growth from one school site to two school sites, allowing us to offer our unique model to twice as many students.

Reporting to the Chief Executive Officer, the Director of Development will drive the development plan for the organization, including managing our annual fund giving, growing and cultivating the number of mid-level and major donors making gifts each year; identifying and securing additional grant funding, and supporting the CEO in growing the overall fundraising efforts of the organization. The Director will also be responsible for ensuring accurate donor tracking, planning and executing an annual fundraising event, and coordinating visits from donors and partners to the school.

The ideal candidate will have development experience and a record of successfully cultivating new donors. S/he is able to plan strategically, communicate the mission and vision of WCS to potential funders, build relationships with those interested in supporting WCS, and meet aggressive fundraising goals. S/he is an excellent writer, has outstanding interpersonal and organizational skills, and is deeply committed to providing students with the best possible education. In addition, s/he is knowledgeable about the education and fundraising landscapes in Philadelphia. This is an exciting opportunity to grow the development office of Wissahickon Charter School and to further enrich the lives of the students, families and communities we serve. This is a full time position that is part of our Shared Services team. The Director of Development will work across both of our school sites.

Key Responsibilities

- Develop and implement WCS' fundraising strategy
- Identify and cultivate mid-level and major donors
- Develop relationships with mid-size and major funders (private & corporate) and write grant proposals
- Working closely with the Development Associate, manage donor tracking and reporting, fundraising communications and logistics, grants, special events and the development budget
- Monitor fundraising opportunities and proactively develop relevant relationships
- Oversee stewardship of all donor gifts, including data entry, tracking, reporting, correspondence, and follow-up in conjunction with the Development Associate
- Provide support to the CEO and Board members in their cultivation of major donors
- Assist the CEO in strengthening our development strategy and implementing new initiatives



Qualifications

- At least 5 years of progressively responsible development/fundraising experience, with a proven track record of increasing donor bases
- BA/BS required, relevant advanced degree preferred
- Experience fundraising in an education-related organization preferred
- Prior work with or knowledge of environmental organizations a plus
- Ability to execute a long-term strategic plan while managing the details of the day-to-day
- Excellent writer; able to craft a concise and compelling case for WCS for use in materials, grants, and proposals
- Success identifying, writing and securing grants
- Superior public speaking skills
- Excellent interpersonal skills; can build relationships and communicate across a broad range of stakeholders
- Strong organizational skills
- Mastery of Word and Excel required; proficiency in DonorPerfect and MailChimp a plus
- Ability to multi-task and manage complex projects
- Entrepreneurial; self-directed initiative-taker
- Team player with a positive attitude
- Commitment to the mission of WCS and to the belief that all students can succeed

About Wissahickon Charter School

Wissahickon Charter School's first campus, Fernhill, opened in 2002 and serves 480 K-8 students from across Philadelphia. Our second campus, Awbury, opened in the fall of 2014. The mission of Wissahickon Charter School (WCS) is to provide a community of learning that stimulates and builds the child's intellectual, social, and character development. Wissahickon Charter Schools are planned around three essential elements: an environmental focus that allows students to experience the curriculum, recognition of service learning projects as key in students' success, and an emphasis on parents as partners in the learning experiences of their children.

How to Apply

To be considered, please send the following to applicant@wissahickoncharter.org. Please indicate "Director of Development" in the subject line.

1. Cover letter indicating why you would be a great fit for this position and WCS
2. Resume

Wissahickon Charter School is committed to hiring a diverse staff and encourages those from traditionally under-represented backgrounds to apply. Wissahickon Charter School does not discriminate in hiring or employment, or in the administration of its educational policies, admissions policies, or other programs.