

Position Title: Deputy Chief Innovation Officer for Institutional Development

Reports to: Chief Executive Officer, Chief Innovation Officer and on Special Projects the Deputy CEO & Board of Directors Committee on Fundraising and Grants

Reporting to this position: Volunteers and Parents

Job Summary

Fosters is a culture of philanthropy within the organization. Assures that the organization's corporate culture, systems, and procedures support fund development and vice versa. Leads staff and volunteers to institutionalize philanthropy and fund development within the organization. Plans, coordinates and assures implementation of strategies to develop donors and contributions to support the organization. Assures development and maintenance of appropriate systems to fund development including but not limited to volunteer and donor management, research and cultivation, gift processing and recognition. Maintains accountability and compliance standards for donors and funding sources.

Nature and Scope of Position

- Participates with the chief executive officer, staff and governing body to define the organization's mission and direction as it directly relates to institutional development.
- Ensures that philanthropy and fund development are carried out in keeping with the organization's values, mission, vision and plans. Participates with the chief executive officer, staff and board in charting the organization's course in fund development.
- Evaluates the effect of internal and external forces on the organization and its fund development, recommends short- and long-range fund development plans and programs that support the organization's values, mission and general objectives.
- Keeps informed of developments in philanthropy and fund development as well as the general fields of management and the not-for-profit sector; informs the chief executive officer, development committee(s) and board on current trends, issues, problems and activities in order to facilitate policy making. Recommends policy positions concerning fund development.
- Helps develop a balanced funding mix of donor sources, grants and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and fundraising volunteers.
- Helps establish performance measures, monitor results and helps the chief executive officer, development committee(s) and board evaluate the effectiveness of the organization's fund development program.
- Provides general oversight of all of the organization's fund development activities, manages the day-to-day operations of the development function, and monitors adequacy of activities through coordination with staff, appropriate committees, and governing body.

- Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors and ensures compliance with code of ethical principles and standards of professional conduct for fundraising executives.
- Ensures establishment of and compliance with the organization's own fund development and philanthropic principles, policies and procedures.
- Assures stability by creating a working environment that is rewarding to staff and volunteers.
- Appropriately represents the institution, its board and executives to donors, prospects, regulators, development committee(s) and fundraising volunteers.
- Fosters a smoothly operating development function through timely and effective resolution of disruptions.
- Helps identify, cultivate, recruit, and develop fundraising volunteers and leadership. Trains, places, coordinate and supervises fundraising volunteers.
- Establishes personnel accountability for development staff and evaluates performance regularly.
- Works with the chief executive officer, development committee(s) chair(s) and chair of the governing board to ensure fulfillment of fund development roles and facilitate the optimum interaction between management and volunteers.
- Engages people in process, encourages questioning, and promotes participatory decision-making.
- With the development committee(s) chair(s), develops agendas for meetings so that the committees can fulfill their responsibilities effectively; develops an annual calendar to cover all crucial development issues in a timely fashion.
- Informs the chief executive on the condition of the organization's fund development program and on all important factors influencing it. Annually, evaluates the performance of fundraising volunteers and reports to the Chief Innovation Officer with recommendations for board candidacy.

Qualifications

- 5-7+ years of fundraising experience with success identifying and soliciting 6- and 7-figure gifts
- Demonstrated success setting and executing on fundraising strategy
- Success creating, stewarding, and expanding relationships with high net-worth individuals, foundations, corporate, and government founders
- Proven track-record of managing, mentoring, and inspiring a team
- Experience successfully working closely with a senior leadership team through periods of significant organizational growth and change
- Strong preference for experience supporting regional offices in their development efforts
- Experience working within the education reform space preferred
- Experience can be earned by college degree or demonstrated ability to meet the listed criteria.

