



Director of Development
Position Description

Building Excellent Schools (BES) is a trailblazing nonprofit that raises the quality of urban charter schools by supporting entrepreneurial individuals to design, found, lead, and sustain schools in underserved communities. The BES Fellowship, launched in 2001, has resulted in the incubation and establishment of over 100 schools - in more than 25 cities across the country - that are closing the achievement gap and serving as national models of superior performance. BES seeks a Director of Development with the experience, the organizational skills, and the determination to meaningfully contribute to the development of our core offerings.

Reporting to the CEO, primary responsibilities of the Director of Development include:

- Develop and implement a comprehensive fundraising plan including prospect research, cultivation, and solicitation for foundation, individual, corporate and public sector funding streams.
- Produce high quality written materials for funders including grant proposals, letters, reports, mailings and acknowledgements required to support ongoing fundraising activities.
- Collect and synthesize information and data regarding offerings of BES for grant reports and updating proposals and supplementary materials.
- Collaborate with members of The Network to identify and apply for federal and state funding opportunities and manage the relationship with public funding agencies to ensure compliance with all grant requirements.
- Proactively develop and foster local, state and national philanthropic, political, corporate and educational contacts and relationships.
- Integrate all development collateral with overall strategic marketing and communications plan.

Competencies include:

- Urgency, humility and initiative.
- Organized and thorough with meticulous attention to detail.
- Exceptional written and oral communication skills.
- Knowledge of charter schools preferred.
- Fluency in MS Office; specifically, expertise in Excel and proficiency in Word and PowerPoint; experience with donor database software.
- Bachelor's degree required.

Please email a resume to lbrown@buildingexcellentschools.org for consideration.

Building Excellent Schools is an equal opportunity employer and does not discriminate on the basis of race, gender, disability, religious beliefs, sexual orientation or age.