



## **Development Director (Contractor) Job Description**

Cottonwood Classical Preparatory School (CCPS) is a charter school of the Albuquerque Public School District. Founded in 2007 and offering the International Baccalaureate (IB) Diploma Program to juniors and seniors for eleven years, we serve 778 students (chosen through a very popular admission lottery) in grades 6-12 – and as such we are the 2nd largest charter school in New Mexico. CCPS has received “A” grades from the New Mexico Public Education Department, and we are historically rated as one of the top two public schools in the state by niche.com and US News. Students come from across Albuquerque and surrounding communities and represent the ethnic, racial, cultural, and economic diversity of this city.

The CCPS Foundation provides support to the school by raising revenue needed to operate its core programs, provide IB testing scholarships to students in need, and has recently embarked on a capital campaign to expand the school grounds to adequately meet the demand for attendance and better fulfill its mission.

**Summary:** The CCPS Foundation is currently seeking a Development Director to lead fundraising for its capital campaign in particular, and to assist with ongoing fundraising initiatives to meet its core operational goals. This is a contract position with a flexible work schedule, and an anticipated 20 hour per week commitment.

The Development Director will organize fundraising events, build relationships with community members and donors together with the CCPS Executive Director and Associate Director, identify and cultivate relationships with prospective major gift donors, grow small donors, manage the donor database, and maintain communication between the CCPS Foundation and its donors and potential donors through thank you letters, newsletters, and the like.

### **Essential Job Functions:**

- Plans creative giving campaigns that involve and excite the school and larger community
- Works with the Executive Director to grow relationships with major gift donors
- Develops donor solicitation strategy
- Tracks and assesses fundraising metrics
- Identifies and stewards prospective donors
- Hosts site visits
- Utilizes fundraising and marketing tools, including online tools
- Creates a social media plan, outreach plan, and actively keeps CCPS and the CCPS Foundation in front of the community

- Prepares collateral materials that effectively engage and communicate with the targeted audience
- Maintains the CCPS Foundation website to communicate about the school, foundation, and the capital campaign and accept online donations
- Works collaboratively with board members and staff on fundraising initiatives
- Plans and implements fundraising events (4-5 per year)
- Reports fundraising metrics to the board at its meetings (monthly, in the evening)
- Coordinates CCPS Foundation visibility with school events

**Education/Experience:** Bachelor's Degree in Social Services, Education, Business or related field; the equivalent combination of education and work experience. A minimum of 2 years' experience in fundraising is desired.

**Skills Required:**

- Evidence of managing special events
- Skilled communicator, with superior interpersonal, verbal, and written skills
- Strong time management skills
- Inspiring organizational skills
- Creativity; a self-starter
- Adept at word processing and spreadsheet creation/maintenance
- Ability to manage online functionality
- Data analysis and reporting

**Job Type:** Part-time (approximately 20 hours/week), contract position.

**Salary:** \$25-\$30 /hour.