INDEPENDENT SCHOOL ALLIANCE FOR MINORITY AFFAIRS  
Director of Development Hiring Announcement

ORGANIZATIONAL DESCRIPTION: The Independent School Alliance for Minority Affairs ("the Independent School Alliance") places exceptional underrepresented students of color in academically competitive elementary and secondary independent schools. Incorporated as a nonprofit organization in 1985, the organization’s mission is to inform minority communities of the option of independent education; to identify applicants of color and assist them in the application process; to provide ongoing support programs that facilitate the adjustment of students of color and their families to their school communities; and to act as a resource to member schools and assist them in their individual efforts to address issues of diversity, multicultural education and equity and justice. The Independent School Alliance currently has over 700 students placed in over 50 independent schools in the Greater Los Angeles area.

POSITION SUMMARY: The Independent School Alliance is seeking a dynamic, creative, and organized Director of Development interested in helping a mission-driven nonprofit thrive, grow, and move forward in the 21st century. The Director of Development must be able to think strategically and practically to implement a comprehensive and results-oriented development plan that includes traditional and innovative strategies. This position reports to the Executive Director and works closely with a dedicated staff, emerging alumni, enthusiastic parents, active Board of Directors, potential donors, and a motivated Advisory Council. The Director of Development will be responsible for planning, directing and coordinating all fundraising activities, with an emphasis on cultivating and managing relationships with major donors, as well as develop new relationships.

The ideal candidate will bring a minimum of five years of senior-level fundraising leadership experience, preferably with nonprofits and/or capital campaigns; proven successful track record in six and seven figure gift solicitations; a commitment to the mission and core values of the Independent School Alliance; and exceptional interpersonal and communication skills. A bachelor’s degree is required; an advanced degree is preferred.

PERFORMANCE OBJECTIVES

Strategic Planning, Collaboration, and Communications
- In conjunction with the Executive Director and the Board of Directors, develop, plan, and execute a comprehensive, strategic development program that secures financial resources from foundations, corporations, government and individual donors and members to support the Independent School Alliance’s goals.
- Keep the Executive Director and other leadership apprised of all significant interactions, ensure timely and accurate input of contact reports in Raiser’s Edge and consult with organizational leadership as needed to understand organizational priorities and needs.
- Coordinate with the Finance Department to monitor expenditures of grant funds and preparation of financial reports to funders.
- Meet regularly with development and program staff to refine portfolio plans and donor strategies and match donor interest with appropriate programs. Work in close conjunction with other staff contributing to harmonious collaboration between annual fund, major gifts, foundations, and corporation staff for optimal integration strategies for overall department initiatives.
- Create and oversee a plan for pursuing grants (proposal writing, reporting requirements, etc.) and execute in accord with the plan.
- Oversee the creation, printing, and distribution of print and online materials communicating fundraising/annual fund/development goals.
- Oversee and execute timely follow-up and response to all donated gifts, in writing, and verbally as appropriate.

Major Gift Donor Management
- Identify, cultivate, and maintain a portfolio of major donors and potential major donors.
- Build personal relationships with current and potential donors, meet with them on a regular basis to further their knowledge and support of the Independent School Alliance.
- Solicit major gifts to meet the specific target amounts for operations and capital needs. Lead in one-to-one solicitation, gift acknowledgement and stewardship communication, traveling as necessary, establishing and maintaining excellent donor relationships, providing written proposals where needed, with a focus on donors at the $10,000 level and above.
Board of Directors and Advisory Council

● Develop monthly dashboard reports and analysis general for the Executive Director and the Board of Directors containing information related to the organization’s development goals.
● Attend and present Development report at Board of Directors meetings, and serve as chief staff liaison to the Board's Development Committee and the ISA Advisory Council
● As it relates to the Advisory Council, develop and implement a plan to increase alumni involvement in the life of the organization while simultaneously helping to create a culture of philanthropy.

Community Outreach and Special Events

● Leverage existing and future Independent School Alliance events to raise awareness about the Alliance, fundraise and engage high net worth individuals, foundations, and corporations.
● Support the Alliance staff and Board of Directors in the design and implementation of special fundraising events.
● Ensure that the Alliance has a positive presence at community and education events.

QUALIFICATIONS AND TRAITS:

● Excellent written and verbal communication skills.
● Well organized leader able to coordinate the activities of a team.
● At least five years of documented, successful experience in fundraising and “friendraising” including familiarity with foundations, grant/proposal writing, as well as cultivation, solicitation, and stewardship of individual donors.
● Ability to work with diverse members of the Board of Directors, Community Partners, volunteers and staff and engage executive-level and other volunteers in direct fundraising asks.
● Computer literacy including donor tracking, databases, relationship management software, and social media platforms.
● Willingness and ability to travel on a regular basis. Valid Driver’s License required.
● Sensitivity and support for the mission of the Independent School Alliance.

APPLICATION PROCESS: Please submit a cover letter - explaining your interest, experience and salary desired - with your resume to Rob Evans, Executive Director of the Independent School Alliance via isajobs@independentschoolalliance.org.
Please send one .doc or .pdf file that includes your cover letter first followed by your resume in a file that is named “DD<your last name><your first name>” (e.g. “DDEvansRob.pdf”).

CLOSING DATE: The position will remain open until filled.

The Independent School Alliance provides equal employment opportunities without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or status, status as a veteran, status under the ADA, or other prohibited categories.