



Job Title: Director of Development Position

Department: Teach One Academy & Learning Center

Reports To: Executive Director

Hours: Full Time, evening and weekend hours as needed

Position Objective:

Teach One Academy & Learning Center is a 501(c)(3) nonprofit community based, co-educational, college-preparatory day school, that prepares talented, well-qualified, and motivated college-bound students, Third through Grade 12, to pursue and realize their academic, personal, and social potential. We provide a comprehensive, caring, and creative curriculum and extracurricular program that fosters an experience of excellence for each student. Inspired students, a superior faculty, and engaged families thrive in our diverse, safe, and supportive community. We afford students the opportunity to discover their passion in life and to learn to embrace confidently and responsibly the moral and ethical challenges of being lifelong learners, teachers of others, and citizens of an increasingly complex global community.

The Director of Development seeks a dynamic fundraising professional to expand its donor base by developing and growing membership, annual appeal, major giving and planned giving programs. He/she will also be responsible for the identification, cultivation, solicitation, and stewardship of corporate prospects at the \$10,000 level and above. The Director of Development reports to the Executive Director and is a critical member of the Resource Development Team.

Essential Functions:

- Create strategy and a plan to strengthen existing individual donor support, corporate partnerships, and engage new donors and corporate supporters;
- Identify, cultivate and solicit contributions of \$10,000+ from corporations;
- Develop, lead and execute strategies for cultivation and solicitation of corporate prospects and donors; maintain ongoing relationships;
- Work directly with Teach One Academy board to develop and manage an annual campaign;
- Collaborate with the Director of Marketing & Communications to create communications plan for the organization;
- Work collaboratively with the executive director, board members, and other fundraising partners to develop strategies that maximize revenue and ongoing support for Teach One Academy;
- Work closely and effectively with Volunteer & Special Events Manager to create meaningful volunteer activities and engagement for corporate partners that simultaneously supports the mission and work of Teach One Academy;
- Develop and implement sponsor and volunteer recognition;
- Coordinate tours and small gatherings of corporate partners and prospects to introduce Teach One Academy's work;
- Research and actively solicit new donors and corporate partners including creative ideas for partnerships and employee engagement;
- Manage all corporate grant proposals; Work closely and effectively with the Grants Manager to research, develop and write proposals for grants, sponsorship and unrestricted contributions and partnerships;

*Each One...Reach One...Teach One*

P.O. Box 1482, Lithonia, GA 30058 ~ Phone (678) 629-7493 ~ Fax (866) 899-8763

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- Thoroughly understand Teach One Academy mission, culture, values, history, key stakeholders, programs, finances, policies, and strategic plan;
- Stay abreast of philanthropic, economic, and social and community trends related to Teach One Academy;
- Other duties as assigned; some weekend and evening activities;

## Position Requirements:

- Bachelor's degree and 5 or more years successful experience in individual donor, and corporate fundraising or corporate philanthropy.
- Knowledge of fundraising, soliciting and donor recognition.
- Demonstrated success and effectiveness in raising 5- and 6-figure corporate gifts to meet or exceed revenue goals.
- A superior communicator; outstanding written and verbal communication skills.
- Experience in grants management preferred.
- Outgoing, straightforward, creative, and self-possessed.
- A facilitator, collaborator, and coordinator with outstanding leadership abilities and interpersonal skills: credibility, good judgment, honesty, integrity, trust, and the ability to motivate others.
- Ability to effectively present information and respond to questions from managers, clients, customers and the general public.
- Adept at planning, prioritizing, organizing and following through on multiple projects.
- Ability to gather, analyze, and evaluate a variety of data to develop effective fundraising strategies.
- Possesses problem solving and decision making abilities and attention to a high level of detail.
- Ability to work independently and collaboratively; team-focused, must enjoy and be successful at working on teams and able to make things happen individually.
- High computer literacy, including familiarity with fundraising databases (preferably eTapestry).
- Proficient in Microsoft Office programs such as Word, Excel, Outlook.
- Passion for Teach One Academy mission.
- Valid driver's license and the ability to travel to various sites and events.

## Apply:

Please submit your resume, cover letter, and salary requirements to [careers@teachoneacademy.org](mailto:careers@teachoneacademy.org). Include Director of Development in the subject line. An email will be forwarded to your attention confirming the receipt of your resume.

## Physical Requirements:

Must have the ability to complete all standard administrative and support tasks including but not limited to care with consumers, climbing up and down stairs, operation of computers/phones/fax/printer/copy machine, and the ability to lift boxes, furniture, and equipment up to 30 lbs.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of Teach One Academy that the Agency wholly complies with the equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or veteran status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination and all other terms and conditions of employment.

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