

Executive Director/Chief Development Officer

Posted November 8, 2022

Albemarle County Public Schools

Location: Central Office

Classification: Full-Time, Exempt

Salary: \$90,882 - \$109,058

Job Description

The Albemarle County Public Schools Department of Strategic Planning & Communications is actively recruiting an Executive Director/Chief Development Officer (ED/CDO) to join our team. The successful candidate will be responsible for assisting in the planning, direction, development, administration, supervision, and implementation of a comprehensive internal and external development program that will complement and provide financial assistance to ACPS and the Albemarle Foundation for Education ("AFE"). AEF is an independent, 501(c)(3) nonprofit based upon the philosophy that public education can be financially empowered through a broad-based system of community support, thus providing another avenue for enhancing and advancing educational opportunities in ACPS. The overall purpose of the AEF is to support the mission, vision, and values of ACPS.

The Expectations

Essential functions and responsibilities of the Executive Director/Chief Development Officer include, but are not limited to, the following:

- Coordinates and executes a comprehensive strategy of fundraising in conjunction with ACPS and the AFE Board of Directors;
- Collaborates with the AFE Board of Directors and ACPS staff, build, maintain, cultivate and solicit existing and new prospects for major donor gifts, future planned gifts, and annual campaigns;
- Expands partnerships that will lead to sustainable, diversified funding streams and significant philanthropic investments that are aligned with the mission and vision of ACPS and AFE;
- Uses prospect research to develop and implements ongoing donor cultivation, solicitation, acknowledgment, recognition, and stewardship strategies aimed at donor prospects;
- Creates and maintains a database of donors, prospective donors, and accurate records of all fundraising activities;
- Oversees the administrative tasks required to carry out the Foundation's mission and objectives;
- Ensures that activities are consistently aligned with the goals, values, vision, and mission of ACPS and AFE;
- Builds and maintains an effective working relationship with the community, ACPS School Board, administration, and staff for the purpose of developing and meeting shared goals and objectives of the Division;
- Collaborates with AFE Board of Directors, volunteers, staff, and others to uphold a supportive culture that inspires active participation and clear, open communication;

- Supports and oversees AFE marketing and communication strategies/activities;
- Ensures employee/volunteer and business practices comply with regulatory and legal requirements and policies of ACPS and AFE;
- Collaborates with ACPS staff and AFE Board of Directors, plans, develops, and manages a budget of AFE; manages AFE assets and disbursements, supervises financial accounting system, maintains all necessary tax, audits, and reports required to maintain the 501(c)(3) status;
- Develops, manages, and directs the process of receiving, reviewing, and awarding educational grants that promote ACPS goals, core values, vision, and mission;
- Raises public awareness of ACPS and AFE that is aligned with the goals, values, vision, and mission of ACPS and AFE;
- Serves as spokesperson for AFE;
- In coordination with ACPS staff and the AFE Board, plans, directs, and supervises the implementation of AFE internal and external public relations program;
- Represents the Division and Foundation in community, governmental, and professional organizations; delivers presentations and reports in support of the Division and Foundation's fundraising programs and collaborative efforts;
- Coordinates, develops, and disseminates Division and Foundation publications including informational brochures, reports, direct mail promotions, and other materials; develops and implements marketing strategies that reflect the mission of ACPS and AFE in order to promote a comprehensive gift program;
- Coordinate meetings and functions of the AFE Board of Directors;
- In coordination with ACPS and AFE, identify, recruit, train, and energize a talented team of volunteers to carry out the mission of AFE;
- Cultivate a welcoming and positive environment that inspires teamwork, accountability, and quality performance;
- Ensure fair and consistent human resource practices and seek to implement systems and practices that encourage staff and volunteer retention
- Performs related tasks as required.

The Qualifications

Education and Experience

Preferred master's degree from an accredited graduate program in administration or a related field with emphasis in professional fundraising and public relations and must have a minimum of ten (10) years of experience in two or more of the following areas preferred: non-profit management, professional fundraising, public relations, and working with a volunteer Board of Directors.

Knowledge, Skills, and Abilities

Proven history of meeting or exceeding fundraising goals, competent and charismatic, visionary leader skilled in building relationships with potential funders and community partners, outstanding communication and interpersonal skills, including public speaking. Proven abilities and experience in fiscal management, budget creation, and problem-solving. Ability to maximize fundraising CRM software for revenue growth, high standard of integrity and ethics, and strong organizational skills. Understanding of, and interest in, public education preferred.

The Physical Conditions and Nature of Work Contacts

Work is typically performed in an office setting, with occasional light lifting and other limited physical activities. Occasional operation of automated computer office equipment is required. Frequent travel to school sites throughout the County and occasional statewide or regional travel is required. Attendance at meetings outside the normal duty hours is frequently required. Regular involvement with principals and teachers throughout the School Division. Usually, there is a need to motivate, establish rapport, gain support, or persuade or influence individuals or groups. Contact with School Board members, Advisory Councils, faculties and students, parents, and the general public are regularly required. Occasional debate is often characteristic of the contact and may require considerable skill in diplomacy, tact, and discretion.

The Salary Range

The hiring range for this position is \$90,882 - \$109,058 per year. Starting offer is based on applicable education beyond minimum requirements and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing education/training opportunities. This is a full time, FLSA exempt position.

Deadline for Applications: Position open until filled

For consideration, please apply at <https://albemarleva.tedk12.com/hire/index.aspx>

EOE/EE0

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.