



Patterson Park Public
CHARTER SCHOOL
"The City is Our Classroom; the World is Our Future"

Development Coordinator Job Description

The mission of Patterson Park Public School is to provide a community-centered learning environment that values diversity and embraces a whole child approach to develop well-educated citizens.

The Vision of Patterson Park Public Charter School is life-long learners, healthy families, and strong neighborhoods.

PPPCS is a community-founded school driven to academic excellence and devoted to a whole child philosophy in a diverse setting. We believe in ...

- Challenging every child academically using interdisciplinary, thematic, hands-on instruction that fosters creativity, critical thinking and a life-long love of learning.
- Developing character in our young people by cultivating civility, perseverance, resilience and shared responsibility.
- Partnering with our broader community to support student success, healthy families and strong neighborhoods.

At Patterson Park Public Charter School, it is our privilege to serve a diverse community and our responsibility to foster inclusivity. We assert these values as the foundation for nurturing all of our students, realizing our mission and preparing our students for success in a global society.

We are committed to including individuals with diverse perspectives and experiences in our decision-making processes because it is integral to achieving academic excellence, challenging inequality and combating biases. We place a special importance on recruiting, hiring and retaining staff that shares similar racial or ethnic backgrounds or life experiences as our students. We are dedicated to ensuring diversity in our curriculum and in our learning spaces and operations to promote tolerance, civility, and diverse world views for our community.

ROLE

The Development Coordinator works closely with the Executive Director and Board of Directors to oversee and manage all aspects of Patterson Park Public Charter School's development program. The Development Coordinator must be able to think strategically and practically to implement a comprehensive and results-oriented development plan that includes traditional and innovative strategies. Key components of this plan should include goals, strategies, and timetables for annual, major and capital gifts, planned giving, and matching gifts, and should include a complementary focus on prospecting and tactics to build key relationships with alumni, families, and community, corporate, and foundation leaders. This position is a direct report to the Executive Director. The Development Coordinator works closely with the Development Committee, Parent Giving Committee, and Board of Directors to create and execute development goals.

RESPONSIBILITIES:

- Develops and implements a short and long-term development plan to meet established development goals and objectives. This includes, but is not limited to, strategic initiatives for securing major gifts, donations to the Patterson Park Public Charter School Fund, corporate and foundation grants, implementing a robust parent giving program, defining stewardship and prospecting tactics, enhancing special fundraising/cultivation events, and developing new approaches to supporting traditional development initiatives.
- Serves as the grants manager, ensuring compliance with the grantor, timely writing and submissions of grant applications and reports.
- Works collaboratively and creatively to appropriately position development opportunities and integrate messages in publications, grant submissions, reports, and collateral materials for cultivating and stewarding donors.
- Works collaboratively with Organized Parent Group leadership and key constituents including board members, alumni, grandparents, parents, friends, and community members through (acknowledgement and relationship-building) cultivation efforts.
- Clearly articulates and promotes a strong case of need for philanthropy and builds opportunities to create and sustain a culture that understands the relationship between philanthropy and a unique, quality, Patterson Park Public Charter School education.
- Management of gift processing and donor acknowledgement, the donor database, and financial reporting.
- Develops strategies for existing donors to effectively move them through a meaningful cycle of giving.

- Manages prospect research and cultivation initiatives with a special emphasis on pursuing strategies to secure or increase giving from donors. This includes providing a structure and process for key advancement and leadership staff, and Board of Directors, for a regular review of strategies attached to solicitations of potential donors (e.g. contact reports).
- Meets regularly with the Executive Director regarding program goals and initiatives and routinely reports to the Board of Directors and appropriate committees.
- Attends Patterson Park Public Charter School events and activities and fosters significant pride and excitement for fundraising efforts.

QUALIFICATIONS:

- Embodies and shows a deep appreciation of the Patterson Park Public Charter School mission, vision and values, and exemplifies a collaborative, decisive, motivating and engaging communication style both internally and externally.
- Proven track record of fundraising success, particularly by successfully managing campaigns, and engaging a community of motivated supporters.
- Minimum of 3 years of increasing responsibility in non-profit fundraising
- Ability to balance multiple priorities in a complex environment.
- Working knowledge of development best practices, trends in education and development, fundraising tools and technology, including donor databases, e-mail and online campaigns, and donor research.
- Extreme tact and discretion, attention to detail, and a commitment to excellence.
- Exceptional oral and written communication skills
- Bachelor's degree

HOURS, COMPENSATION AND BENEFITS

This is a full-time exempt 12-month position.

A competitive compensation and benefits package, commensurate with qualifications and experience, will be provided to the successful candidate.