

CHIEF DEVELOPMENT OFFICER

ABOUT US

The Fund for Public Schools (The Fund) is a 501(c)(3) that has consistently and rigorously dedicated itself to supporting New York City's public schools since 1982. The Fund has secured unprecedented investment from foundations, businesses, and individuals, raising more than \$600 million for the City's 1,800 public schools and nearly one million students.

As the nonprofit partner to the NYC Public Schools (NYCPS), The Fund supports some of the most innovative programs in 3K-12 education at the largest school district in the country. Private funding raised through and managed by The Fund enables the NYCPS to pilot innovative projects; accelerate promising, outcome-driven initiatives for improving student achievement; and respond strategically to emerging needs across the school system.

The NYCPS' privately supported initiatives managed by The Fund span a robust portfolio of education programs, from those that focus on district-level policy and system-wide infrastructure to those that focus on teaching and learning at the classroom level. Importantly, Fund staff liaise between NYCPS leadership and private funders so that the NYCPS can focus on implementing its programs, while private donors have a one-stop point of contact to learn about the City's educational priorities and how private funding can best support them.

ABOUT THE ROLE

The Fund for Public Schools is seeking a highly skilled fund development professional, with private institutional giving, corporate and individual giving experience, to serve as Chief Development Officer. The role will report to the Fund's Chief Executive Officer and will work closely with the Fund's leadership team, Board, and NYCPS cabinet. The Chief Development Officer will manage a team of Senior Portfolio Directors and partner with staff to develop and manage funding portfolios to ensure fiduciary and programmatic fidelity to grant agreements. This role will be responsible for developing the revenue and fundraising strategy for the organization.

Key responsibilities will include:

- (30%) **Team Lead for development team**, building the skills, knowledge, and abilities of the development team in areas including annual giving, major gifts, events, donor relations, community partnerships, grants, communications and stewardship
- (40%) **Lead fundraiser for FPS, setting development strategy** including growing and diversifying donor portfolio and expanding the fundraising activities leveraged to drive revenue

- (15%) Serving as **critical thought-partner** to the CEO and participant of the FPS leadership team, while providing sound counsel and maintaining complete confidentiality
- (15%) Serving as a **liaison to key stakeholders** and external parties on behalf of the CEO including major donors, city leaders and key nonprofit partners

PRIMARY RESPONSIBILITIES

Development Team Management and Strategy

- Set overall revenue, pipeline and portfolio strategy for the Development team in partnership with FPS leadership team and FPS portfolio team.
- Provide leadership, mentorship, and direction to a team of four (4), fostering a culture of collaboration, innovation, and excellence.
- Guide and collaborate with external project consultants to ensure aligned goals and seamless project delivery.

Internal and External Relationship management

- Serve as liaison to senior NYCPS staff responsible for implementing specific programs and initiatives. This requires strategy development, advising on program design, extensive project management, including helping NYCPS staff refine goals, work plans, and success metrics, as well as managing project finances and expenses.
- Manage a select portfolio of grants related to one or more strategic priorities. Responsibilities include developing concept papers and proposals, fundraising and overseeing the progress of active grants.
- Report to partners on progress of grants received, ensuring accountability and compliance with grant agreements via narrative and financial reports and/or funder briefings.
- Work with other members of the Portfolio team to ensure coordination and synergy with other funded projects. Formulate strategies for retaining and re-engaging existing donors with new grants.

New Business Development

- Identify and cultivate partners (individual, corporate, foundation). Serve as a key point person for partners to facilitate their relationship with the DOE. Work closely with partners to understand their priorities and desired project outcomes, ensure that DOE partners understand the position of external partners and any restrictions or guidelines associated with grants, and produce financial and narrative reports of grants.

Organizational Leadership

- Serve as an active member of the FPS leadership team, guiding the organization and setting organizational strategy and policy.
- Engage with FPS Board and represent FPS's development goals and accomplishments to FPS Board and NYCPS cabinet.
- Advise and offer strategic guidance and policy recommendations to the Chief Executive Officer, especially in the area of emerging needs and trends.

QUALIFICATION REQUIREMENTS

The right candidate is a top-notch fundraiser and nonprofit leader with a proven track record of success raising 7-figure gifts and managing teams towards their goals.

- Minimum of 10 years of work experience, including at least five years in the education sector.
- Deep experience working with non-profit organizations
- Ability to build strong working relationships with diverse constituents.
- At least 5 years of progressive team management and oversight responsibility
- Strong strategic, analytical and project management skills for planning, designing, documenting, communicating, and following up.
- Superior attention to detail, and the ability to proactively identify key issues and risks.
- Ability to lead in a fast-paced environment, prioritize, and drive results.
- Excellent and effective communication skills, including the ability to write well and make clear, concise oral presentations, as well as written reports.
- Strong leadership, teamwork, and influencing skills, with experience in managing large projects with multiple stakeholders.

TO APPLY

Please send a cover letter, resume, and writing sample to careers@fundforpublicschools.org, with the subject line “Chief Development Officer.”

BENEFITS AND SALARY

The Fund offers a competitive annual salary within the range of \$160,000-\$175,000; comprehensive and competitive benefits package, including 5% contribution to 403(b) retirement plan; generous vacation policy, plus paid holidays.

AN EQUAL OPPORTUNITY EMPLOYER

The Fund for Public Schools provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender identity and/or expression, housing status, marital status, employment status, military or veteran status in accordance with applicable federal, state, or local laws.