

SENIOR PORTFOLIO DIRECTOR (STUDENT PATHWAYS)

ABOUT US

The Fund for Public Schools 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 1 million students.

As the nonprofit partner to NYC Public Schools (NYCPS), The Fund supports some of the most innovative programs in K-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 quickly and 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 NYC 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 development professional, with private institutional giving, corporate and individual giving experience, to serve as a Senior Portfolio Director. The Fund's Senior Portfolio Directors will report to the Fund's Chief Development Officer and will work closely with the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Chief of Staff, Portfolio Managers and other senior staff to develop and manage funding portfolios to ensure fiduciary and programmatic fidelity to grant agreements. **This specific role will focus on supporting NYCPS' Student Pathways initiative**, which seeks to ensure students are prepared for long term economic security and choice-filled lives.

The Senior Portfolio Director also works closely with the NYCPS and its program partners to develop funding proposals, ensure that work plans, metrics, budgets and milestones are set and adhered to, oversee expenses and progress towards the objectives outlined in agreements with donors, and report to donors on grant outcomes.

PRIMARY RESPONSIBILITIES

- Develop and execute strategic, comprehensive pathways multi-year fundraising plan to support achievement of North Star of long-term economic security and choice-filled lives for NYC students, including concrete annual fundraising goals in coordination, with the

pathways team

- Identify and cultivate local and national private philanthropic partners (individual, corporate, foundation). Serve as a key point person for partners to facilitate their relationship with the NYCPS pathways leadership. Work closely with partners to understand their priorities and desired project outcomes, ensure that NYC PS partners understand the position of external partners and any restrictions or guidelines associated with grants, and produce financial and narrative reports of grants.
- Ensure consistent, proactive communication and feedback loop on pathways strategy with funders and partners (e.g. City Hall) to achieve goals, including sourcing and developing opportunities based on funder interest and opportunities:
 - Establish approach to renewals
 - Source new opportunities
- Coordinate and write materials for meetings, grant proposals for private and public grant opportunities, driving forward process and ensuring strategy is clear
- Serve as liaison to senior NYCPS staff responsible for implementing pathways. 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 pathways work. Responsibilities include developing concept papers and proposals, fundraising and overseeing the progress of active.
- Ensure coordination with FPS team to support fundraising operations (e.g. report writing, timely contracting) 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.
- Manage Portfolio Manager(s), ensuring that they are properly and proactively supporting operational elements of the proposal including prospecting, drafting initial proposals and reports and managing budgets and grant records.
- Work with public outreach staff to inform strategic outreach, such as funder briefings, donor and public updates on various initiatives, joint communications, development events, etc.
- Maintain appropriate access to confidential data, conversations, contact information, and high-level policy briefs that are not yet public, and maintain the confidentiality of donors.

QUALIFICATION REQUIREMENTS

Minimum

- Eight (8) years of full-time professional experience, demonstrating progressively greater responsibility, in the areas of education administration/planning, grant funding from governmental and private sources, business or public administration, management, or a related field; or
- A satisfactory combination of post-baccalaureate education and/or experience.

Plus

- Exceptional writing skills.
- Exceptional oral and written communication skills and proven ability to manage up, down and across.
- “All-in” attitude, with a willingness to pitch in when and where needed as circumstances require.
- At least eighteen (18) months of managerial experience.

Preferred

- Ten or more years of full-time professional experience in the areas described above.
- Master’s Degree in a related field.
- Extensive experience and a record of accomplishment in the following areas:
 - exceptional writing skills and a desire to dedicate significant time and energy to write for multiple audiences (policy-oriented, corporate, foundation, etc.) and create a variety of documents, including proposals, concept papers, memoranda, presentations, etc.;
 - extensive project management, including overseeing complex projects with sizeable budgets, diverse stakeholders, multiple workstreams, and tight deadlines; and
 - external and internal relationship-building and management, personnel management, and strategic thinking.
- Ability to work independently, prioritizing workflow to meet critical deadlines and paying exceptionally close attention to detail.
- Exceedingly strong, strategic, interpersonal and managerial skills. Direct experience in the education, development, and/or philanthropic sectors.
- Able to work closely with high-level decision-makers, other senior managers, and support staff within the organization (internal and external).
- Creative and highly entrepreneurial individual who functions effectively in both independent and collaborative situations.
- Strong desire to work in a fast-paced, collaborative office, and sense of diplomacy.

TO APPLY

Please send a cover letter, resume, and writing sample to careers@fundforpublicschools.org, with the subject line “Senior Portfolio Director.”

BENEFITS AND SALARY

The Fund offers a competitive annual salary within the range of \$120,000-\$145,000; 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.