

KIPP Metro Atlanta

JOB DESCRIPTION: DEVELOPMENT DIRECTOR

Background

KIPP is a national network of 82 schools that are free, open-enrollment, college-preparatory public schools with a track record of preparing students in underserved communities for success in college and in life. We are currently in 19 states and the District of Columbia serving over 20,000 students. Eighty percent of our students are low-income, and more than 90 percent are African American or Latino.

KIPP Metro Atlanta Collaborative (KIPP MAC) manages three KIPP Academies in the Metro-Atlanta area: KIPP West Atlanta Young Scholars (WAYS) Academy (2003), KIPP South Fulton Academy (2003), and KIPP STRIVE Academy (2009). Aggressive growth plans are currently underway including the opening of KIPP Vision Academy in July 2010 and a high school in 2011.

In our short seven-year history, KIPP Metro Atlanta has proven the possible for low income students. The Georgia Public Policy Foundation, which compiles test score and demographic data for all schools in Georgia, recently named both KIPP WAYS Academy and KIPP South Fulton Academy two of the 44 “No Excuses Schools” in Georgia, referring to the schools’ performance relative to its poverty rate. According to GPPF, KIPP Metro Atlanta’s schools are the two highest performing middle schools in the state in high poverty communities – and are ranked in the top 20 (out of 501) out of all middle schools.

Overview

The KIPP MAC seeks an experienced Development Director who will be responsible for developing and implementing the development strategy for KIPP Metro Atlanta. Reporting directly to the Chief Operating Officer, the Development Director will be responsible for achieving the annual fundraising goals for the organization by maintaining and expanding relationships with private foundations, corporations, and individuals.

Key Responsibilities

Fundraising

- Designs, implements and manages all fundraising activities including annual giving, capital campaigns, special events, federal and state grant programs, and other solicitations.
- Researches public and private grant sources to identify restricted and unrestricted funding opportunities.
- Manages all strategies and activities for donor cultivation, solicitation, and relations including coordinating tours, board sponsored cultivation events, and other special events.
- Maintains contact with and develops grant proposals for foundations and corporations.
- Develops a comprehensive planned-giving program and endowments as the needs become appropriate.
- Works with school based staff to develop funding related projects.
- Administers the KIPP Opportunity Fund through the Georgia Student Scholarship Organization (SSO) Tax Credit Program.
- Works with the Director of Marketing & Special Projects to prepare various development related communications such as the annual report, PowerPoint presentations, website content, visitor packets, etc.
- Creates and implements a communication and promotional plan for fundraising campaigns including the annual campaign, capital campaigns, and the KIPP Opportunity Fund.

Board of Directors Relations

- Works with the Development Committee of the Board of Directors to develop strategies to initiate and meet aggressive fundraising goals.
- Develops fundraising training for board members and other volunteers.
- Assumes responsibility for all development reports to the Board and other agencies, and attends all Board Development Committee Meetings.

Development Office Infrastructure

- Creates office systems to support all development projects and operations.
- Manages the databases and all records, files, and gift processing.
- Generate queries, reports, exports, and any other collection data as needed.
- Coordinates development research activities.
- Manages all donor stewardship activities including acknowledgement and thank you letters.
- Maintains accurate accounting of all unrestricted and restricted income and its sources.
- Interfaces with the finance team to fulfill information requests and maintain reporting accuracy.
- Maintains excellent grant files in compliance with requirements of the year-end audit.

Candidate Qualifications

- Minimum of Bachelor's Degree; graduate degree preferred.
- A minimum of 5 years professional fundraising experience, preferably in Atlanta.
- Proven experience in designing and managing development programs.
- Experience with developing and maintaining productive working relationships with board members, donors, foundations, and corporations.
- Excellent verbal and written communication skills.
- Ability to work as a leader and as part of a team.
- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment.
- Relentless results-orientation.
- High proficiency in Microsoft Excel, PowerPoint, Word, Access and Outlook with strong preference for candidates with Raiser's Edge or comparable fundraising software experience
- Committed to the mission of preparing educationally underserved children for excellent high schools and colleges.

Application Process

Interested candidates should send a cover letter and resume to David Jernigan at djernigan@kipp.org.

Compensation

Compensation will be commensurate with experience.

Statement of Non-Discrimination

The KIPP Metro Atlanta Collaborative is committed to a policy of equal treatment for all individuals applying to the school. The KIPP Metro-Atlanta Collaborative does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.

*For additional information, visit the KIPP Metro Atlanta website at www.kippmetroatlanta.org
or contact David Jernigan at djernigan@kipp.org.*