



Development Manager (Contract Position)

New Legacy Charter School is a free, public high school for pregnant and parenting teens in northwest Aurora. We serve approximately 100 high school students and 70 children in an on-site Early Learning Center. We offer students a rigorous, relevant, and engaging education so they are empowered with the skills needed to raise healthy children and graduate prepared for success in college and careers. Our vision is to see young families creating a legacy of education leading to compelling careers, financial independence, and positive parenting. Our school model combines flexibility with a strong school culture based on healthy relationships and student leadership.

Employment Status: This is a contract position, beginning no later than October 1, 2018 and continuing for 9 months. The work expectation is 8 to 10 hours per week. Because the Development Manager will be working as an independent contractor, the school does not offer benefits, nor does the school cover worker's compensation, disability benefits, unemployment insurance, or employment taxes. The Development Manager reports directly to the Executive Director. Salary will be commensurate with experience.

Position Overview: The Development Manager is responsible for overseeing fundraising operations at New Legacy Charter School. This includes writing new as well as updating existing grants; managing the grants calendar; managing and updating a knowledge management system for fundraising; correspondence and other required communication with donors; and overseeing the annual fundraising breakfast. This position will also attend all Development Committee Meetings and, at times, Board of Directors meetings.

Specific job responsibilities are as follows:

Donor Leadership

- Provide recommendations on strategy around funding alignment, upgrades from current donors, pitch for new foundation and corporate funders, and approach to increase multi-year grants.
- Support Executive Director and Board of Directors in implementing stewardship plans for new and existing donors.
- Write thank you communication and ensure donors receive receipts or other required correspondence for donations.

Communications

- Assist in updating engaging external materials.
- Update website with donor information.

Events

- Oversee operations for the Annual Fundraising Breakfast
- Assist with Friendraisers or other potential events, hosted by the Board or other interested parties

Grant Writing

- Support the Executive Director in the grant submission and reporting process for both new and existing foundations and corporations.
- Develop and manage an annual schedule of letters of inquiry, proposals, and reports, tracking outcomes and updating the calendar on a regular basis.
- Serve as a writer for selection of grant proposals, preparing compelling outreach, letters of inquiry, proposals, applications, and reports as required for all institutional funding opportunities.
- Support budget creation for grants.

Database Management

- Manage and update fundraising knowledge management systems, including uploading and cleaning all existing donor data.
- Maintain above systems by attaching written correspondence, capturing all outreach and engagement activities, and aligning activities.

To apply:

- Submit a resume, which includes references from at least three other organizations for which similar work has been done.
- A proposal letter that includes the consultant's background information, information on similar projects and their success, and the proposed hourly rate.
- Submit the information above to Steven Bartholomew via email at sbartholomew@newlegacycharter.net no later than September 17, 2018.