



## CIRCLE CITY PREPARATORY SCHOOL PART-TIME DEVELOPMENT MANAGER JOB DESCRIPTION

<b>Start Date:</b>	May 9, 2022	<b>Salary:</b>	\$35,000 - \$40,000
<b>Status:</b>	Part-Time (20-30 hrs/week)	<b>Benefits:</b>	NA
<b>Job Category:</b>	Development		

### Overview

The Development Manager secures and stewards support from competitive public grants, foundations, corporations, and individuals, as well as oversees development operations. A part-time, 12-month position, the Development Manager reports to the Founder & Head of School and will be a critical partner in raising \$1.5 million to support the school's upcoming capital campaign and mission.

### Background of the Organization

Circle City Prep's philosophical approach to creating a transformational school for the students of Indianapolis is based on three foundational beliefs: 1) Every child, no matter race, socio-economic status, zip code or home language, can be on a path to college; 2) Students thrive in a structured and supportive environment; and 3) Teaching leadership and self-advocacy is a critical component to building our country's future leaders. For more information, please visit our website: [www.circlecityprep.org](http://www.circlecityprep.org).

### Job Responsibilities

As the Development Manager you will:

- Work closely with the Head of School to develop and implement a capital campaign plan to raise \$1.5 million in critical resources to support the school's upcoming facility and programmatic expansion.
- Routinely cultivate, steward, and solicit donors, foundations, and corporations for programmatic, general operating, and capital support aligned with the development plan and quarterly metrics.
- Write private grant LOIs, proposals, and reports.
- Identify and cultivate 25-30 new corporate, foundation, and government grant opportunities.
- Work with the Head of School and Board of Directors to create a slate of events to engage donors and prospects and raise funds.
- Develop and implement annual fundraising campaigns and appeals.
- Manage the School's donor management system (Bloomerang), accurately enter donor data daily, and send acknowledgments within one week of donation receipt.
- Work with the Head of School to develop and implement an annual development strategy that progressively raises general operating and capital support annually
- Measure and report out monthly on progress towards achieving development goals and objectives.
- Contribute to the school community by supporting other initiatives as needed.

*As an equal opportunity employer, Circle City Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.*



### **What we're looking for**

To be considered, candidates should:

- You're passionate about education and have at least 3-5 years of fundraising experience.
- Have the ability to build strong relationships quickly.
- Be a strong problem solver, able to adapt and execute quickly.
- You enjoy writing both creative and technical proposals and reports.
- Willingness to work occasional weekend and evening work hours required.
- Pass a criminal background check, as required by law.

**Apply Today!**

Go to [www.circlecityprep.org](http://www.circlecityprep.org) and click "Join Our Team" and our application submission link.

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