

HOWARD STREET CHARTER SCHOOL JOB DESCRIPTION

Job Title: Development Director
Supervisor: Howard Street Charter School Administrative Principal
Contract Time: 20 hours/week
Budget: \$10,000/6 months
Key Relationships: Board of Governors, Foundation, Administration, Leadership Team, Teachers, HSCS Accountant, Salem Keizer School District, Media, Donors, Current Parents, Current Students, Incoming Families, Alumni, Interested Families, Business Leaders, Community Groups, General Public, Charter School Development Center
Job Scope: Program, donor and business relationship development, researching/writing grant applications, marketing, fundraising, media relations, publicity

Responsibilities

- Work with school leadership, Board of Governors, and Foundation for short- and long-term goals and attend school events
- Develop annual budget for development and grant writing activities; revise as needed and present monthly report at Board of Governors and Foundation meetings
- Follow Howard Street Charter School philosophy/policy/law
- Develop and implement a 3-year solicitation program
- Assist in coordination on Foundation fundraisers
- Establish and foster ongoing business partnerships and media relations
- Maintain school events and fundraising calendar
- Manage regular updates to Howard Street Charter School website for Board of Governors, Foundation, and Alumni

Job Skills Required

- Awareness, and appreciation, of the middle school experience
- Work collaboratively with all groups
- Strong writing, editing, proofreading, researching, organizing, time management, verbal and computer skills
- Maintain visibility with key relationship groups
- Confidentiality

Education and Experience

- Minimum High School diploma
- Experience in solicitation fundraising, marketing, writing, event planning, community/media relations, grant research and writing helpful
- Excellent collaborative work style and strong self-management skills
- Capable of thinking outside the box

Working environment

- Work from home with occasional meetings at Howard Street Charter School
- Laptop provided
- Flexible hours depending on weekly schedule

Supervises occasional staff, parent and student committees as needed with various events.

Submit resume, 3 references and cover letter to Jim Adams, Howard Street Charter School Administrative Principal at adams_jim@salkeiz.k12.or.us.
Application deadline November 18, 2011