DEVELOPMENT DIRECTOR (full-time) for Coaching4Change

Overview of Coaching4Change, 501(c)3
Coaching4Change (C4C) mobilizes college students to serve low-income K-12 school districts, expanding pathways for student success and building a pipeline of future educators. Over the last decade, CEO Marquis Taylor and Co-Founder Pete Berman have developed a model to recruit, train, and place local, diverse, and talented college students to support school improvement initiatives aimed at increasing student engagement and improving school culture and climate. With over 60% of C4C college students identifying as people of color, C4C increases diversity among adult leaders in school buildings who provide individualized attention to the elementary and middle school students they serve. Professional educators supervise and coach the college students, creating a cross-age mentoring model that promotes growth opportunities for all levels of C4C participation.

Each partnership is tailored to meet the needs of the partnering school, including virtual and in-person experiences that can be implemented during the school day, after-school, or during vacation time. C4C co-designs the college student placement experiences with the school partner leadership teams, then continues to provide ongoing support to the college students, school leaders, and supervisors throughout the life of the partnership.

Overview of the Position - Development Director
The Development Director (DD) is responsible for all elements of fund development at C4C. With support from the executive team and the Board of Directors, the DD designs and executes an annual fundraising plan, including foundation and grants management, individual donor cultivation and stewardship, corporate sponsorship, and some local governmental funding partnerships. The DD is team leader and fundraiser who is able to shift between managing multiple high-level fundraising strategies, meeting with prospective donors, and writing annual appeal letters. The DD reports to the Co-Founder & CEO and will work closely with them to hire a Grants Manager and grow a development department team for C4C within 5 years. The DD is also supported by C4C’s Chief Operating Officer and C4C’s Development Coordinator, who manages our donor database and donation acknowledgement process.

Responsibilities
● Develop an annual fundraising plan in line with C4C’s annual operating budget
● Provide quarterly reports on fundraising activities to the full Board of Directors
● Lead each stage of a robust donor cultivation and stewardship process, including creating meaningful opportunities for donor engagement, making effective and targeted solicitations, providing timely and personalized acknowledgement, and routinely increasing contributions from existing donors
● Plan and execute multiple fundraising campaigns, including an annual campaign, engagement events for Major Donors, Giving Tuesday, End of Year / Holiday Giving, and other initiatives
● Develop a strategy specifically aimed at corporate sponsorship and engagement
● Work with Development Coordinator to clean up the funding database and update practices for how to use the C4C database in a way that supports strategic initiatives for fundraising by ensuring donor information is properly maintained and utilized
● Work in partnership with C4C’s COO to produce donor-centric communications/messaging across multiple channels throughout the year, while updating, refining and building out new donor/funding facing materials
- Support the CEO with relevant information and strategy for donor and foundation meetings
- Engage board members in appropriate fundraising activities by providing the guidance and resources necessary for effective board member participation
- Supervise the grants management function by reviewing and editing grant applications and reports, ensuring deadlines are met, building and maintaining relationships with foundation contacts, and identifying new foundation prospects
- Lead quarterly site visits to schools with Major Donors and corporate sponsors in the South Coast of Massachusetts and Rhode Island (other areas to be developed soon).
- Work closely with CEO & Co-Founders to cultivate new major donors and revenue streams in regions identified as key prospective partners

Qualifications
- Proven experience developing and managing annual fundraising plans with multiple revenue streams
- Record of successful major donor solicitation and stewardship
- Desire to directly cultivate, steward, and solicit donors
- Clear and persuasive writer who understands grants management and can provide effective supervision and coaching to C4C grant writer
- Experience working in the field of education and/or youth services will be beneficial
- REQUIRED: 5-7 years of experience in nonprofit fundraising
- REQUIRED: Bachelor’s Degree

Values-based Competencies:
- Organized, Self motivated, Creative Problem-Solver, Embrace & contribute to team culture
- Service-Oriented: Flexible to meet the needs of C4C partners
- Entrepreneurial: Able to take risks, handle challenges positively and learn from failure
- Flexible: Comfort in the unknown, willing to pivot, seek/incorporate feedback from team members
- Curiosity: Willing to ask questions, explore ideas and discover innovative solutions

Salary and Compensation
Salary is commensurate with experience. This position is full time and flexible to be remote, but in person donor meetings are often required.

Coaching for Change, Inc. is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Coaching for Change, Inc. makes hiring decisions based solely on qualifications, merit, and business needs at the time.

TO APPLY: Please send a cover letter, resume, and references to Sheryl Marshall at sheryl@c4cinc.org. Please be prepared to include 2 additional writing samples upon request.