



Director of Development

Mission:

The Academy for Global Citizenship is a unique Chicago Public Contract School, located on the Southwest side of Chicago. Our mission is to empower all students to positively impact the community and world beyond. In pursuit of this mission, AGC is committed to:

- serving the whole child
- modeling academic excellence
- developing inquirers
- cultivating international awareness
- fostering environmental stewardship
- facilitating collaboration within the community

Rigorous academic expectations lie at the heart of achieving our mission. As an International Baccalaureate candidate school, AGC employs an inquiry-based philosophy that challenges each learner to construct personal meaning from concept-driven units of study. Moreover, AGC's innovative curriculum prepares students to be environmentally and internationally minded by examining how their choices impact their community and the world.

An AGC education extends beyond a solid academic foundation. Organic, nutritionally balanced meals, daily yoga, gardening, wellness instruction and ecologically sustainable practices throughout the school encourage learners to develop healthy and sustainable lifestyles for themselves. Ultimately, the Academy for Global Citizenship engages the whole child in an enriching educational community focused on fostering academic excellence, international awareness and environmental stewardship. Our larger goal is to inspire the way society educates the lifeblood of our future by fostering systemic change.

Position Summary:

As the Academy for Global Citizenship will be embarking on a 24 million dollar net-zero energy facility project, the Director of Development will be responsible for the establishment and implementation of a comprehensive development strategy, capital campaign and related communication initiatives. The Director of Development reports directly to the Executive Director and is expected to:

Development Responsibilities:

- Create, plan, implement and evaluate the annual fundraising plan and capital campaign to meet organizational funding needs. This includes, but is not limited to major gifts, individual giving, endowment giving, special events, direct mail, foundation giving, corporate solicitation, e-appeals, in-kind gifts and stewardship.
- Conduct all advancement service functions, including information systems, records, research, prospect management and tracking functions, gift processing and acknowledgements, donor recognition and relations.
- Prepare reports for federal, state, and district funds in addition to foundation grant applications and grant reports.
- Cultivate and retain the interest of long-standing donors while continually prospecting and soliciting new high-potential donors.
- Manage corporate and foundation relations including submissions of proposals in a timely manner in addition to ensuring evaluation and reporting requirements are met.
- Conceptualize, design and implement special campaigns as growth and innovation require.
- Research and report on trends in the education movement, philanthropy and institutional giving that may impact approaches to fundraising.
- Serve as staff for the Development Committee of the Board of Directors and assist with other board committees as assigned.

Communications Responsibilities:

- Plan, implement and evaluate an annual integrated marketing and communications plan in order to enhance the Academy for Global Citizenship's fundraising, programmatic and advocacy goals. This includes, but is not limited to internal and external newsletters, donor acknowledgements, annual reports, email blasts, website, marketing materials and invitations.
- Develop and track relationships with key media representatives including, but not limited to, reporters, publishers, and editors.
- Capitalize media opportunities and oversee the writing of press releases and guest editorials.
- Identify and maintain mutually beneficial marketing communications partnerships with media outlets, corporations, grantee partners, and other professional organizations.

Qualifications:

- Entrepreneurial, results-driven style and ability to identify and implement creative approaches to development.
- Exceptional interpersonal skills and versatility to effectively build relationships across a broad spectrum.
- Passionately communicates the Academy for Global Citizenship's mission and vision.
- Conveys fervent commitment to environmental sustainability.
- Possesses a familiarity with Chicago Public Schools and Charter School political landscape.
- Pays careful attention to detail; works with accuracy and ensures maintenance of neat, well-organized records.
- Works effectively with board committees and volunteers, both taking and giving direction as necessary for the particular task and circumstances.
- Works cooperatively with external partners and constituencies.
- Effectively organizes work to meet frequent and multiple deadlines, handle multiple tasks simultaneously, and manage conflicting priorities and demands.
- Analyzes problems and devises effective solutions based on sound judgment.
- Works independently, exercises initiative, and accomplishes tasks without continuous supervision.
- Gives and receives feedback and evaluation as an improvement tool.
- Enjoys being part of a learning community and working in an elementary school environment.

Education and Prior Experience:

- Bachelor's Degree required; advanced degree preferred.
- Minimum of 5 years of direct development experience.
- Preferably a minimum of 3 years in a development leadership role.
- In-depth knowledge of, and experience in, the region's philanthropic communities.
- Experience with donor information systems, records, research, and prospect management and tracking functions, gift processing and acknowledgments and donor relations.
- A record of annual giving, special events, corporate, foundation, and government grant support programs.
- Experience working with senior level executives and volunteers in a professional environment.

Compensation:

- Competitive salary and benefits commensurate with experience.

To Apply:

- Please submit your cover letter and resume to sarahelizabeth@agcchicago.org.