**Director of Development**

**Tapestry Public Charter School, Atlanta, GA**

***NOTE: To apply for this position, interested candidates should send (1) a cover letter summarizing interest, skills, and qualifications; (2) a resume or CV; and (3) the names, addresses, email addresses and telephone numbers of at least three professional references, one of whom should be a current or former supervisor, to Barbara Boone, Principal, at jobs@tapestrycharter.org. Applications without all three requirements will be considered incomplete.***

**Tapestry Public Charter School** seeks a motivated individual with strong interpersonal, verbal, written and organizational skills for the position of Director of Development.

The mission of Tapestry Public Charter School is to offer an inclusive, individualized learning environment that is academically engaging, both for neurotypical students and those on the autism spectrum, and to create a positive school culture that empowers all students to take possession of their innate talents and become creative builders of their own futures.

Currently in its fifth year of operation, Tapestry provides a rigorous and enriching education for a neurodiverse student body in grades 6-12. More about Tapestry may be found at [**tapestrycharter.org**](http://www.tapestrycharter.org/).

**JOB DESCRIPTION**The Director of Development is responsible for the development of all fundraising and communications strategies to grow the base of philanthropic support and increase public awareness of Tapestry. The Director will design and implement the school's fundraising strategy to achieve annual revenue goals by securing financial support from individuals, foundations, corporations and government entities. The Director also manages brand identity and communications to raise awareness of the school in the community. The Director reports to the Principal and works closely with the Governing Board.

**RESPONSIBILITIES**Support the mission of Tapestry Public Charter School

Fundraising

* In collaboration with the Principal and Development Committee of the Board, create and execute a comprehensive annual development plan with targeted goals, objectives, tactics, and timelines to achieve revenue goals.
* Identify, cultivate, solicit, and steward major gift donors and prospects--including individuals, corporations, and foundations--through visits and other forms of personal contact.
* Design and implement an annual fund program to secure ongoing support from individuals.
* Research, write, and submit grant proposals in support of programmatic, operating, capital, and capacity-building goals.
* Track grants and reporting requirements for all foundation, government, and corporate grantees, ensuring on-time submissions.
* Oversee planning and execution of an annual fundraising event, with a focus on effective use of volunteers and maximizing net financial results.
* In collaboration with the Partnerships and Outreach Committee, develop and maintain strategic partnerships with volunteers, community and business leaders, nonprofit, and educational partners to expand awareness of the school in the community and increase avenues of support.
* Manage all donor and prospect records using donor management software, ensuring donor privacy, data accuracy, and timeliness of acknowledgement letters and reporting.

Communications

* In collaboration with the Principal and Partnerships and Outreach/Marketing Committees, develop and execute a comprehensive communications plan that includes events, media relations, press releases, social networking, annual report, website updates (WordPress), newsletters, and branding.
* Ensure adherence to branding guidelines and spokesperson policies.
* Promote positive awareness of the school and strengthen its reputation with students, families, funders and the communities it serves.
* Manage the production and distribution of quality ancillary materials that support development and communications goals.
* Maintain a positive and robust social media presence utilizing various techniques including the school’s website, Facebook, Instagram, Twitter and other relevant social media.

**QUALIFICATIONS**Required

* Knowledge of and support for Tapestry’s vision, mission, and values.
* Excellent oral and written communication and interpersonal skills.
* Impeccable attention to detail and the ability to organize and prioritize work.
* Bachelor's Degree with at least 5 years experience in development and communications, preferably in an educational setting, with measurable success and increasing responsibility.
* Demonstrated experience in major gifts. Must be comfortable “making the ask.”
* Knowledge of the Atlanta philanthropic community desirable.
* High energy, outgoing, team player, and a passion for Tapestry's mission.
* Working mastery of computer programs including: Microsoft Word, PowerPoint, and Excel. Familiarity with WordPress, social media and donor management software.
* Documented experience with nonprofit communications and social media.
* Experience with volunteer management.

Preferred

* Master's degree or Certified Fund Raising Executive (CFRE) accreditation.

**HOURS**

* Full-time hours. Participation in early morning, evening, and weekend meetings and events will be required as needed.
* Ability to lift 30 pounds.

**SALARY**

This is a full-time position. Salary is commensurate with experience and qualifications.

**DEADLINE**• Open until filled.
• Tapestry Public Charter School is an equal opportunity employer committed to building a diverse staff and encourages applications from persons of all backgrounds.
• Before hire, applicants must satisfy a background investigation including a criminal background check.