

Title:	Development Director	FLSA Classification:	Exempt - Salary
Reports to:	Superintendent	Salary Range:	\$60,000-75,000
Created Date:	03/20/2022	Duration:	12 months
Updated Date:	03/26/2022		

Étoile Academy Charter School, an independent K-8th grade charter school in Houston, is seeking an ambitious, smart, and high capacity individual to join our team. Étoile Academy is founded on the belief that all students can learn and achieve at high levels when held to the highest expectations— regardless of their race, ethnicity, socioeconomic status, zip code, or home language. We will ensure that every student in grades K through 8 has the academic and character foundation necessary to succeed in high school, graduate from college, and pursue ambitious life goals.

Development Director

The Development Director works closely with the Superintendent to meet critical timelines, data benchmarks, and development tasks related to the organization’s fundraising plan. This position will have five key areas of responsibility and focus in order to ensure the organization is meeting our fundraising goals, following our ten-year fundraising plan, and ready for our next moves. The five focus areas include cultivation and stewardship of donors, tracking gifts and data analysis, grant writing and reporting, board engagement, and executing our comprehensive campaign.

Responsibilities

Identifying and Cultivating Donors

- Meet with prospective donors and successfully message Etoile’s mission, needs, and data.
- Plan and execute school tours, luncheons, and other cultivation events.
- Plan and execute any ribbon cuttings or funder thank you events.
- Plan and execute at least one large fundraising event annually for Etoile Academy.

Tracking and Data Analysis

- Identify and select a fundraising software to use for tracking and reporting purposes.
- Receive training on software and train any additional staff members as needed.
- Record all gifts, pledges, and contributions in accordance with CASE standards.
- Conduct regular analysis of fundraising data to present areas for improvement to our leadership team and board of directors.
- Use our tracking system to improve our year over year engagement of donors.
- Send correspondence, tax letters, and thank you letters to all donors as needed.

Grant Writing and Reporting

- Partner with the Superintendent to meet deadlines and reportings for national grants including Charter School Growth Fund.
- Write LOIs and grant applications for existing funders and those identified as potential prospects.
- Maintain and update grant tracking in accordance with CASE standards.
- Ensure all grant reporting deadlines and grant proposals deadlines are met.
- Update the Leadership Team and Board of Directors on grant applications, reporting, and spending.
- Schedule and execute any school tours/visits needed for current funders and prospective foundations.

Board Engagement

- Work with the Board Chair to ensure our 10-year fundraising plan is on track.
- Give regular updates to the Board Chair and Board of Directors regarding fundraising progress, goals, and next steps.

- Work with the Board Chair to create any fundraising materials, pitch decks, or prepare for upcoming funder meetings.
- Ensure 100% Board Member participation in annual giving.
- Work with Board Members to identify additional ways they can support Etoile's fundraising and potential donors in their networks.

Comprehensive Campaign

- Work with the Board Chair and Superintendent to raise at least 25 million in the next 10 years.
- Work with the Board Chair and Superintendent to secure gifts and pledges.
- Provide updates on the campaign to our existing funders, our Board of Directors, and to Etoile staff.
- Engage Board Members, Staff, and Etoile families in the capital campaign.
- Provide monthly progress to goal updates to both the Resource Development Committee and the Superintendent.

We look for team members that embody our REACH values. This includes the characteristics below.

- Believes and is committed to our mission and being an agent of change: that all students are capable of getting to and through college
- Has demonstrated effective outcomes and results, and wants to be held accountable for them
- Has a propensity for action, willing to make mistakes by doing in order to learn and improve quickly
- Works with urgency and purpose to drive student outcomes
- Thrives in an entrepreneurial, high-growth environment; is comfortable with ambiguity and change
- Seeks and responds well to feedback, which is shared often and freely across all levels of the organization
- Works through silos and forges strong relationships in order to achieve outcomes
- We believe in education as a profession and hold ourselves to high level of conduct, professionalism and behaviors as models for our colleagues and students.

Qualifications

- Bachelor's required, master's degree or CFRE preferred.
- A minimum of three years of fundraising experience including experience leading a campaign of at least \$1.5 million.
- Expertise and experience with individual, foundation and corporate fundraising.
- Experience with federal, state and/or private grant writing.
- Experience with development software, Salesforce or Raiser's Edge/NXT is a plus.
- Experience fundraising for K-12 is preferred but not required.
- Experience and knowledge of the Houston philanthropic community is preferred.
- A demonstrable commitment to pursuing equity.
- Ability to multi-task and work within an ambiguous, fast-moving, start-up environment, while driving toward clarity and solutions.
- Excellent written and oral communication skills.

Apply Now

To join our team, please click [here](#) to apply.

Étoile Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities. Any person having inquiries concerning the organization's compliance with the regulations implementing Title VI of Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact HR at 713.265.8657.