



# UNITED SCHOOLS OF INDIANAPOLIS

## **Position Summary:**

The Director of Development is responsible for developing, planning and directing all of the United Schools of Indianapolis' fundraising, including the major gifts program, annual fund and planned giving special events. The Director works closely with the Executive Director and Board of Directors in all development and fundraising endeavors.

## **Organizational Overview:**

United Schools of Indianapolis (USI) is an established network of charter schools located in two of the most underserved communities of Indianapolis. Our schools cultivate a culture where each and every student can reach their full potential in a positive and structured environment. USI is a supportive community of teachers, families and administrators who instill a love of learning in our scholars that will lead to lifelong success.

## **Organizational Mission:**

The mission of United Schools of Indianapolis is to provide a rigorous and relevant college-preparatory program, grounded in our belief in the ability of every child to succeed at high levels.

## **Qualifications:**

- Must embrace the mission of United Schools of Indianapolis.
- Strong interpersonal and writing skills.
- Have knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff , board members and other volunteers.
- Have the desire to go out into the community and build external relationships.
- Be a “self starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence and good listening ability.
- A bachelor's degree.
- 5 years minimum experience in professional fundraising.

## **Major Responsibilities and Duties:**



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- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Oversee grant seeking including research, proposal writing and reporting requirements.
- Build the planned giving program with a focus on deferred gifts
- Develop and direct an annual fund program, including mailings and annual fundraising drives.
- Coordinate fundraising special events.
- Work closely with Executive Director and Board of Directors.
- Make public appearances/accept speaking engagements to share information about United Schools of Indianapolis with the community.
- Staff Board Development Committee meetings.
- Oversee fundraising database and tracking systems.
- Create publications to support fundraising activities.
- Develop and maintain gift recognition programs.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.

**To apply for this position, submit the following:**

- Letter of interest
- Resume
- At least three (3) professional references (including a former or current supervisor)

***Search Process Will Continue until Suitable Candidate is Selected***

**Start Date: August 15, 2018**

**If interested, submit material to:**

**Kelly Herron, Executive Director**

**[kherron@unitedschoolsindy.org](mailto:kherron@unitedschoolsindy.org)**

**[www.unitedschoolsindy.org](http://www.unitedschoolsindy.org)**