



## BUSINESS DEVELOPMENT & FUNDRAISING DIRECTOR (Remote)

The Business Development & Fundraising Director will help the National Association of Charter School Authorizers (NACSA) create more community-centered and high-quality schools through quality authorizing by securing financial contributions that enable the organization to grow and maximize its impact. By managing NACSA's grants program and helping to grow the organization's philanthropic funding and new business revenue, they will be a key player in meeting NACSA's financial and strategic plan goals.

### NACSA'S MISSION AND VALUES

NACSA advances and strengthens the ideas and practices of authorizing so students and communities – especially those who are historically under-resourced – thrive.

At NACSA, we believe in

- **Impact:** All your work is designed to increase and improve educational opportunities for children.
- **Equity & Inclusion:** You seek out diverse perspectives and evidence to challenge your beliefs, especially considering those most impacted by our work.
- **Candor:** You are honest with yourself and others.
- **Shared Ownership:** You take ownership for the work of the entire organization.
- **Work-Life Integration:** You respect professional and personal commitments and boundaries between them.

### RESPONSIBILITIES

The Business Development & Fundraiser Director will work across NACSA's philanthropic team and new business development team. This role reports to both the Vice President of Partnerships & Development and the Managing Partner, Consulting Services.

NACSA expects the Business Development & Fundraiser Director to be:

**An Astute Fundraiser:** In partnership with the VP of Partnerships and Development,

- Cultivate new funding opportunities and relationships and think creatively about how our current and future work may align with existing funders and their goals.
- Manage the grant calendar, ensuring all proposals and reports are submitted on time and are of high quality.

**A Strategic Intrapreneur:** In partnership with the Managing Partner, Consulting Services,

- Identify and monitor the release of request for proposals (RFPs).
- Develop the corresponding proposals, working across the organization to create strong and persuasive proposals that adhere to the stated requirements.



- Create detailed scopes of work and budgets based on client needs, context, and timelines.
- Monitoring budget to actuals to ensure projects are completed within budget.

#### **A Compelling Storyteller:**

- Incorporating knowledge of donor motivations and NACSA's strategic goals, prepare written communications for funders including letters of inquiry, proposals, reports, and email communications.
- Work across teams to collect the information needed to demonstrate compliance with grant metrics while translating NACSA's work into compelling, qualitative "stories of impact."

#### **A Relationship Cultivator:**

- Create marketing and engagement plans and an activity tracking system for NACSA's Membership Program.
- Serve as point of contact and relationship manager for all membership-related questions and requests.
- Obtain feedback from project staff to strengthen and refine future proposals for consulting services.

#### **DOES THIS SOUND LIKE YOU?**

- You value **equity and access** for all, especially for students and communities who need it most.
- Your writing is **direct and compelling**. You can tailor your writing for different audiences with **clarity and purpose**.
- You approach your work with **passion, ownership, and urgency**.
- You are **solutions-oriented** and can hold yourself and others **accountable** for **outcomes**.
- You excel at **building relationships** and demonstrate **awareness** of others to **collaborate effectively** in reaching common goals.
- You are genuinely **curious**—eager to seek out information, understand others' perspectives, and leverage expertise **other than your own**.
- Your colleagues can **rely on you** to keep projects moving forward on time, ultimately reaching the **intended outcome**.

#### **CANDIDATES WILL HAVE SOME COMBINATION OF THE FOLLOWING:**

- Bachelor's degree from an accredited college or university.
- Minimum of two years of experience in charter school authorizing.
- Minimum of two years of experience producing written communication in a business development, fundraising, or related capacity.



- Demonstrated track record of fundraising, securing grants and/ or new business growing revenue

### GOOD TO KNOW

- **Location:** NACSA operates in a virtual/remote work environment except for occasional organizational events such as all-staff retreats and our annual conference (when it is safe to convene in person).
- **Compensation:** This role is a full-time, salaried position with full health benefits (medical, dental, vision and disability), a 401(K)-matching plan, and a generous paid time off policy. Salary is commensurate with experience with a salary range between \$85,000-\$95,000.
- **Start Date:** September 1, 2022

### TO APPLY

The review of candidates will begin immediately and on a rolling basis until the position is filled. Applications should consist of a current resume and the responses to the questions below. Please submit all materials to [jobs@qualitycharters.org](mailto:jobs@qualitycharters.org).

In lieu of a cover letter, please respond to the following questions (no more than 800 words total)

1. When tailoring a message to a specific audience, what are your top three considerations?
2. What are the top three strengths that you would bring to this role?
3. What areas would you need development and/or support?
4. How do you see NACSA's value of equity and access intersecting with your role?

*NACSA is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, or current employment status.*

*NACSA encourages individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort.*