

NORTH STAR PUBLIC CHARTER SCHOOL

IB World School – International School of Business & Economics

Position Title: **Major Gifts Coordinator**

Mission Statement: North Star Charter School provides students a world-class education characterized by a safe, supportive and structured learning climate that encourages high academic achievement, intellectual confidence, leadership and virtuous citizenship.

School Overview

North Star Charter School (NSCS) was established in 2003 and has evolved into an academic leader within Charter Schools in Idaho.

The K-8 school is committed to improving student achievement through high expectations for student engagement and meaningful preparation for post-secondary education and careers. NSCS's curriculum, instructional methodologies, use of assessment, scheduling and professional development are designed and continually reviewed to ensure student achievement. This approach of continual critical inquiry dedicates NSCS to a student-focused model of best practice.

The high school 9-12, has clearly established as its collective goal ... *'college readiness' will be achieved by our students regardless of their career aspirations.* In order to achieve this goal, NSCS became the first public school in Idaho to offer the prestigious International Baccalaureate (IB) Diploma Program which is administered by the International Baccalaureate Organization. The program helps develop the student's intellectual, personal, emotional and social skills to live, learn and work in a rapidly globalizing world.

NSCS provides a unique learning opportunity throughout our curriculum with an emphasis on the use of technology and an economics/business thread that is interwoven at all grade levels.

The school programs are currently funded virtually 100% by the State Department of Education. In order to continue to provide excellent education and learning that will continue to support the desired achievement levels, the school desires the experience of a mission driven professional committed to educational excellence and continuous learning. The successful candidate will be responsible for the school's Major Gifts Program that includes ongoing grant writing, corporate development and fund raising.

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Position Summary:

The Major Gifts Coordinator will have two areas of primary responsibility.

1. **Grants** – the candidate will be responsible for grant identification, preparation, oversight and management of grants requested and acquired. In addition, they will be responsible for contract management, reporting and analysis in order to ensure compliance to all Federal, State and other granting agencies.
2. **Major Gifts Solicitation and Development**
 - a. **Corporate Development**– the candidate will be responsible for the identification, development and management of a corporate development program that will identify and solicit major gift prospects.
 - b. **Major Gifts Donor Development**—the candidate will be responsible for identifying, qualifying, and soliciting major planned or direct gifts from individual or family donors. Major gifts expected in this area of responsibility should be in excess of \$50,000 and should optimally extend to seven figure gifts.

This position will not be expected to include involvement in minor gift or fundraising activities which might otherwise be undertaken by PTO or other similar organizations. This position will **not** be involved in carnivals, car washes, auctions, golf events or the like.

This position reports to the Director of Finance.

Key duties and responsibilities:

1. Grants

- Establish an Annual Grant Budget indicating the anticipated number of grants and value of grant dollars and anticipated costs associated with annual grant activity
- Maintain and update Target Opportunity List
- Preparation and/or oversight and submission of all grant requests
- Maintain log of all grants awarded with dates, amounts restrictions, reporting requirements, etc.
- Maintain a log of all grants denied, citing grant particulars and reason for denial
- Day to day management of all grant awards including, but not limited to contract and program administration, budget management and reconciliation, and maintain relationship with grantor
- Responsible for all post award reporting of all grant information to Federal, State and other granting agencies

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2. Major Donor Development

- Identify, research, qualify and solicit major Corporate, individual and family donors for planned, endowed or direct gifts; develop and document relationships to cultivate willingness to give, extend asks, and close gift contributions.
- Continuously provide strategies for the solicitation of major gifts based on ongoing relationships, specific purpose donors and to those individuals who can be used in the cultivation and solicitation of major gifts
- Organize and implement capital campaigns approved by the Board
- Understand the short term and midterm program and facility needs of the school
- Promote a unified school wide fund raising efforts aligned to their respective areas of responsibility.
- Organize and implement of specific project by project fundraising for facility and programmatic needs of the school, as approved by the Board.
- Collaborate the various school organizations to ensure donor appreciation
- Provide periodic activity reports and action plans to Administration and the Board.

3. Other Functions

- Know and use state of the art advancement methodologies
- Other duties and/or assignments that arise from time to time.
- Report on a regular basis to the Board of Directors.

Minimum Qualifications

- Baccalaureate communications, public relations, fund raising or higher degree: Masters Preferred
- Marketing or other related field, or equivalent work experience
- A minimum of 4-7 years of major gift fundraising experience
- Ability to perform the key duties and responsibilities within the position
- Self-motivated, take ownership of goals and objectives, ability to maintain strict confidentiality, detail and deadline oriented and ability to work in an unstructured environment
- Committed to all aspects of charter school education and the promotion of fund raising priorities
- Requires full knowledge of the gift cycle that includes 1) contact initiation with potential major donors, 2) develop and cultivate prospect strategies, 3) move

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- donors appropriately towards solicitation and closing, 4) successfully solicit donations when appropriate and 5) maintain stewardship contact with donors
- Demonstrated success in soliciting \$25,000+ major or planned gifts within education
 - Ability to understand the needs and interests of major donors in order to build relationships and built the prospect pipeline
 - Demonstrated leadership and ability to successfully operate within a multi-functional and diverse areas
 - Ability of developing and nurturing productive work relationships within a self-managed team, faculty, parents, the Board and multiple volunteer organizations
 - Excellent writing skills, including ability to write concise, logical grammatically correct grants and proposals
 - Demonstrated ability to prepare and manage annual budgets
 - Demonstrated ability to research, prepare and win nonprofit grants in excess of \$25,000
 - Ability to speak one on one basis to inform and engage prospects and potential major donors
 - Ability and interest to participate in community events in the evening and on weekends

Other Requirements

- This position may require working nights and/or weekends and attending various community events
- This position will require the candidate have available adequate work space outside of the school
- This position will require candidate to have the ability to perform the majority of their work on a computer, and require experience in using email, Microsoft Office, including, at a minimum, Word, Excel and PowerPoint
- This position will require the candidate to have transportation and the ability to be present at specific dates and times both during the day and at night

Compensation

Compensation will be a competitive salary determined by the educational background and professional experience of each applicant. Full time employees are offered a competitive benefits package including, health, dental, life insurance and may participate supplemental life insurance and/or flexible spending program. In addition, the school makes this benefit package available to family members. Fulltime employees are eligible for holidays, sick leave and annual vacation. All eligible employees participate in the Public Employee Retirement System of Idaho (PERSI).

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Application Process

- Submit a Letter of Interest
- Submit a School Application (found on school website at www.northstarcharter.org)
- Submit resume
- Name and contact information for two professional references and one personal reference
- School transcripts (unofficial are sufficient, official transcripts may be required upon hire)

Application Packet Submission

Employment Office

North Star Charter School

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Eagle, ID 83616

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Fax 208 939 6090