



**POSITION:** Managing Director of Development

**REPORTS TO:** Chief External Officer

**POSITION TYPE:** 12-month

**START DATE:** Immediate

**COMPENSATION:** \$120,000 - \$149,204

### **EVERY OPPORTUNITY STARTS WITH A YES**

Great schools begin with great people who believe every day is an opportunity to make a difference. At YES Prep, you have an opportunity to join a family of diverse educators who are leveling the playing field by providing opportunities for a high-quality, college-forward curriculum while also ensuring our students feel supported through their academic journey and empowered to lead choice-filled lives. YES Prep is more than a family of public charter schools, it's the future of public education—it's an opportunity to say, "Yes, you can!"

Our campuses are advancing educational equity. Some quick stats about us:

- 17,000 Students
- 1,800 Team Members
- 18 Secondary Campuses
- 6 Elementary Campuses
- 91% Students Who Qualify for Free/Reduced-Price Lunch
- 94% Hispanic & African American Students
- 90% Students Who Are Accepted to a 4-Year University
- 88% First-Generation College Students
- Top 100 High Schools in the Nation, U.S. News & World Report

We serve students in Houston, Texas, the 4th largest city in the United States. There are over 20 public-school districts and other great public charter school options, like KIPP Texas-Houston and IDEA Public Schools, within Houston's city limits serving an increasing population. We are a rapidly growing organization, committed to creating life-changing opportunities for over 23,000 students by 2025.

### **THE ROLE**

When you join the YES Prep team, some of the work and responsibilities will include:

Drive the development strategy of YES Prep:

- Partner with the Board of Directors, C Suite, and other senior organizational leaders in setting the fundraising strategy and goals that align with YES Prep's mission, vision, values, and strategic growth plans.
- Lead the Development team of seven professionals who are responsible for securing philanthropic funds to meet YES Prep's annual fundraising goals.

- Serve as a close partner to the Chief External Officer and Chief Executive Officer on all fundraising activities, including providing outstanding preparation and materials for CEO at major donor meetings.
- Provide regular, timely, accurate reports on fundraising progress to the YES Prep Board, Finance Committee, and other community members.
- Manage the process and execution of all annual, individual, foundation, corporate, and planned giving.
- Lead the process to ideate, plan, and execute large scale fundraising events from start to finish with excellence.
- Collaborate with the Finance team to ensure accurate gift administration and compliance with all rules and regulations.
- Oversee all the operational structures and systems of implementation for development. to drive efficiency of resources.
- Manage vendor and consultant relationships to yield the highest value to YES Prep.
- Serve as a liaison within the External Leadership Team and other Home Office Teams

Serve as a member of the External Leadership Team and facilitate cross collaboration across the Home Office.

*Serve as a high-profile external leader of YES Prep:*

- Communicate and deliver the value proposition of YES Prep to all community members.
- Deeply know the YES Prep mission, impact and story and align to all development efforts.
- Dedicate time and effort to relationship building, externally facing events and opportunities to tell YES Prep's story.

*Create a culture of philanthropy at YES Prep:*

- Lead the Change Makers Program and work the team to continually increase participation year after year.
- Facilitate the Family Relief Fund and work in collaboration with the Director of Family Engagement.
- Continue to develop strategies for engaging the internal YES Prep community in development efforts..

*Cultivate and steward relationships externally to YES Prep:*

- Maintain a portfolio of YES Prep's key donors and prospects, and serve as the primary leader responsible for stewarding these relationships Serve as the organization's leader in identifying, cultivating, soliciting, and stewarding major gift donors and prospects.
- Establish and maintain strong relationships with Board Members, donors, prospects, the philanthropic community, and key community groups. Establish and maintain strong relationships with Board Members, donors, prospects, the philanthropic community, and other key community groups.
- Serve as the liaison to the Advisory Council, volunteer leadership, and Board members engaged in fundraising.

## **THE PERSON**

We seek staff with diverse backgrounds, talents, interests, and ideas. Certain traits consistently shine through for our most successful employees: passion for the mission, drive for results, care for students, and resilience. Other traits needed and desired for this role are:

## THE MUST HAVES

- Bachelor's degree from an accredited four-year college or university
- 10 Minimal years of experience needed in this role, specifically in fundraising to multimillion-dollar goals
- Proven campaign experience
- Proven campaign management experience
- Experience developing and leading a team of fundraising professionals to achieve ambitious goals
- Established history of relationships with individuals and foundations
- Event planning experience
- Ability to work outside of normal hours and on weekends; nights and weekends are required in this role
- Excellent communication skills and presentation ability
- Belief in and commitment to the mission and core value of YES Prep Public Schools
- Openness to giving and receiving frequent feedback
- Ability to maintain emotional control under stress
- Ability to work urgently in a fast-paced and results-oriented environment
- Creates and maintains positive working relationships on a team and/or in a highly collaborative environment
- A dedication to learn, grow, and develop as a professional

## THE NICE TO HAVES

- Development or Fundraising Credentials or Courses
- Experience using Salesforce
- Project management experience
- Excellent Microsoft Office skills
- Bilingual in Spanish

## THE PERKS

- **Compensation** – This position is an exempt, salaried position; offers commensurate with experience.
- **Health and Supplemental Insurance** – A \$0 monthly medical option that includes \$600 towards a Health Savings Account, in addition to a variety of supplemental benefits including Dental, Vision, Disability, Life, etc. Employees must work 20+ hours a week to be eligible for a full spectrum of benefits, and 10 hours a week minimum for medical benefits.
- **Retirement Plans** – Participation in Teacher Retirement System of Texas and a 457b Retirement Plan.
- **Paid Time Off** – Employees working 20+ hours a week receive 15 days of Paid Time Off in addition to the system closures during the Academic Calendar.
- **Paid Leave Programming** – In the event you need to be out due to medical needs (including maternity and paternity leave), YES Prep offers paid leave, paid out at 100%, based on eligibility and tenure.
- **Professional Development** – YES Prep values longevity and performance over time. We invest in developing leaders through high-quality programs, effective coaching, and ongoing professional development.
- **Award Winning Culture** – The strong cultures of our campuses and Home Office are just one of many reasons we were named Houston's Best Place to Work in 2018, 2019, and 2021.

We won the 2012 Broad Prize for Excellence in Urban Education and were a 2016 finalist as well.

**WE ARE DEEPLY COMMITTED TO EQUITY & DIVERSITY**

YES Prep strives to recruit a diverse team of leaders. We believe there is a transformative academic and social benefit for students when their teachers and leaders reflect a diversity of backgrounds. Ninety-five percent (95%) of staff members agree that the organization provides a welcoming environment given their background and identity according to our latest system survey.

YES Prep is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, ethnicity, religion, gender, sexual orientation, gender expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood.

**Apply at:** <https://www.yesprep.org/join-our-team/careers?p=job%2F00s6lfw1>