

YES Prep Public Schools
Director of Development: Institutional Giving
Central/System Office Home Office

Job Description

POSITION: Director of Development: Institutional Giving

REPORTS TO: Managing Director of Development

POSITION TYPE: 12-month

START DATE: Immediate

COMPENSATION: \$99,291 – \$121,632

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:

- Partnering with the Managing Director of Development, to set goals/objectives and execute strategy for significant grant-based institutional (foundation and corporate) fundraising to meet the current annual department fundraising goal of \$10M;

- Managing and maintaining a portfolio of at least 75 key mid (\$5,000-\$24,999) to major (\$25,000+) level annual institutional donors;
- Creating compelling requests for philanthropic grant funds by gathering information from home office or campus teams; drafting and preparing proposals, that include supporting data and up-to-date organizational information, budgets, and other necessary materials;
- Developing organizational systems to ensure all proposals and reports are submitted on time with the highest degree of quality;
- Creating, maintaining and soliciting from a robust prospect pipeline of philanthropic grant opportunities that will sustain and grow the annual department fundraising goal, provide access to student opportunities including scholarships, enhance organizational innovation, and support future strategic growth and campaign preparation;
- Executing YES Prep's annual staff giving campaign that raises \$50,000 annually in support of the Family Relief Fund, which provides emergency funds directly to YES Prep families;
- Providing day-to-day supervision of the Manager of Development who is accountable for all aspects of YES Prep's two major fundraising events that raise \$2.8M annually;
- Providing day-to-day supervision of the Manager of Donor Engagement who is accountable for execution of annual stewardship plan of small to mid-level donors, in addition to a small portfolio of lower-level donors and prospects;
- Utilizing Salesforce to track and manage accurate data and relationships pertaining to current and prospective institutional donors with high accuracy and quality;
- Performing systematic qualification of current and lapsed donors;
- Co-managing and facilitating regular Development Team meetings;
- Collaborating with the entire Development team to achieve overall team goals;
- Additional duties as assigned.

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:

MUST HAVES

- Bachelor's degree
- Five years of professional experience in non-profit fundraising or comparable field
- Excellent written communication skills and presentation ability
- Excellent time and project management skills and multi-tasking abilities
- Close attention to detail and high regard for accuracy
- Established history of relationships with individual donors and/or foundations
- Highly developed listening skills
- Team-oriented and agile work style
- Experience working in databases and knowledge of CRM best practices
- Highly proficient in Microsoft Office suite

- Quick learner of new technologies
- 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 MUST HAVE BELIEFS

- Belief in and commitment to the mission and core value of YES Prep Public Schools
- Desire to disrupt systemic status quos in education
- Willingness to go above and beyond to disrupt said status quos
- Passion to develop resiliency through a relentless pursuit of jaw-dropping results
- Conviction that high expectations + high accountability = high performance and high growth

THE NICE TO HAVES

- Experience with grant writing
- Experience using Salesforce
- Experience with email marketing services (e.g., Mailchimp, Constant Contact)

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 10 days of Paid Time Off in addition to the system closures during the Academic Calendar. *Please note, part-time hourly employees (working fewer than 40 hours/week) do not receive pay during system closures. Additionally, 10- and 11-month hourly employees do not receive pay during the months in which they are not working.*
- **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: <https://www.yesprep.org/join-our-team/careers?p=job%2FoEimnfwfwp%2Fapply>