
POSITION: Director of Development
REPORTS TO: Executive Director
EMPLOYMENT TYPE: full-time, exempt
HOURS: salaried position, some weekend work as needed
COMPENSATION: \$75,000-\$90,000/yr. plus benefits and PTO



Foundation
FOR VANCOUVER PUBLIC SCHOOLS

MISSION & VISION OF FVPS

The Foundation for Vancouver Public Schools provides essential resources and opportunities for students to reach their full potential, through collaboration and partnership with our community, students, families, and VPS staff. So that our students enjoy their educational journey and have the resources to fully realize their aspirations.

JUSTICE, EQUITY, DIVERSITY, & INCLUSION (JEDI) STATEMENT

The Foundation for Vancouver Public Schools (FVPS) is committed to becoming an Anti-Racist Multicultural Organization in order to eliminate opportunity gaps. We will share our work in equity and inclusion with our transformational partners as well as with educators and advocates throughout our district to create racially just and humanizing educational systems.

POSITION SUMMARY

The Director of Development will work closely with the Executive Director to create a calendar of activities & strategy which supports the fundraising and communication needs of the Foundation for Vancouver Public Schools. As an organization we are working on reinventing ourselves in how we approach fundraising and so it is vital for the person in this role to come with creativity and innovation. This role will oversee marketing materials, quarterly newsletters, social media, donor gratitude, donor cultivation and sponsorship development (in collaboration with Executive Director), Salesforce maintenance and integrations, and the execution of major fundraising events (i.e. the annual luncheon, staff campaign, and student chest drives).

REPORTING RELATIONSHIPS

The Director of Development will report directly to the Executive Director.

MAJOR RESPONSIBILITIES

- Work with Executive Director on designing an annual strategy to meet fundraising & marketing goals
- Develop & execute our annual fundraising luncheon with the support of FVPS staff & board
- Support the implementation of the staff campaign and student chest drive, including the development of materials to ensure the success of each location's efforts
- Develop & execute an annual calendar for all communications (newsletters, impact report, and social media); this includes digital, video, and print platforms
- Identify, cultivate & maintain strong donor & partnership relationships
- Partner with Executive Director on planned giving & legacy giving strategies
- Effectively communicate with VPS staff, teachers, and employees
- Work with Board of Directors and Executive Director to implement additional fundraising activities
- Supervise the Social Media & Content Creator Role and communication contract employees
- Perform related duties as assigned

SKILLS/KNOWLEDGE REQUIRED

- 6+ years of experience in donor development, community outreach, or closely related field; preferably in a non-profit environment, educational setting, or a public service organization.

- Excellent writing and oral communications skills
- Experience with website, social media, and graphic design
- Demonstrated success in planning and implementing large community-based fundraising events and marketing campaigns that meet or exceed fundraising targets.
- Familiarity with Clark County; its businesses, organization and people
- High professional and ethical standards
- Ability to work independently, to think critically, to solve problems, and maintain confidentiality
- Strong organizational skills with an attentiveness to detail, as well as consistency and accuracy in follow-thru on projects/deadlines
- Supervisory Experience
- Demonstrated commitment to justice, equity, diversity, inclusion, and accessibility within professional practices
- Knowledge of Microsoft Office and Windows based computer applications, as well as Google applications
- Knowledge & experience using Salesforce preferred
- Ability to manage multiple projects
- Comfortable interacting with a variety of populations
- Flexible

BENEFITS INCLUDE

- Three weeks PTO accrued annually
- 11 paid holidays
- Schedule Flexibility
- 3% employer match simple plan
- Health insurance reimbursement plan

NOTES ABOUT COMPENSATION:

As an organization we are looking for the best person to fill the role of Director of Development. In order for a candidate to receive the high end of our compensation range, they will meet or exceed all the skills and knowledge required for this position. However, we are also open to developing the right person and for these candidates we will offer the position at the lower range, but also present a pathway for how we will invest in this person so that their compensation may increase.

TO APPLY: please send your resume and cover letter to our Executive Director, Jenny Thompson, at jenny.thompson@vansd.org.

The Foundation for Vancouver Public Schools is an equal opportunity employer encouraging applicants of all backgrounds and does not discriminate on the basis of race, color, religion (creed), gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.