**The Boston Day & Evening Academy**

**Horace Mann Charter School**

**Director of Institutional Advancement**

**School Year 2018-19**

**Who We Are**

Boston Day and Evening Academy (BDEA) is seeking an extraordinary **Director of Institutional Advancement** to work in our school. BDEA is an innovative public high school whose mission is to serve students who are overage for grade level, many of whom have experienced life challenges that have impeded their education. Working with experienced faculty in an environment that blends strong academics and support, students are given the opportunity to earn a Boston Public Schools diploma and to reach their fullest potential through a competency-based curriculum that inspires critical and creative thinking, independent learning, and active citizenship. The school employs 50 full and part-time staff to work with 405 students and is governed by an active Board of Trustees.

**Boston Day and Evening Foundation**

The BDEA Foundation is a non-profit organization that was established in 2000 to ensure the advancement of the school’s mission and vision through the development of crucial partnerships and procurement of essential funds for program development. Each year, the BDEA Foundation raises between 25-35% of the school’s budget from a combination of partnerships, federal funds, and private sources. The BDEA Foundation helps bridge the gap between the school’s allocation from the Boston Public Schools, and the true cost of a high-quality education that is both trauma-informed and college preparatory. Support from partnerships, foundations, corporations, and individual donors are critical to the school’s ability to offer a comprehensive student-centered, trauma-informed, academic rigorous education.

# Position Overview

The Director of Institutional Advancement will be a critical and strategic thinker responsible for the development of a comprehensive school advancement plan. Working closely with the Head of School as a thought partner and innovator, the Director should maximize the potential of current funding and partnership options, uncover additional avenues of revenue, and promote BDEA to a larger audience.

As a member of the leadership team, the Director of Institutional Advancement reports to the Head of School and supervises the advancement associate. He/she works closely with the Board of Trustees, the Executive Committee, and the Finance Committee to ensure that dollars are raised to support operations and restricted funds.

The ideal candidate has three to five years of experience in the advancement field, ideally in education; a proven record of partnership and fundraising development; excellent written and oral communication skills; ability to be a strong presence both within as well as outside of the school, serving as a representative and advocate for student and programmatic needs; strong managerial skills to support staff; an ability to work collaboratively and manage multiple projects; comfort working in a fast-paced, dynamic environment; outstanding facility with technology and finance; and a passion for BDEA’s mission of serving under-served, urban young adults.

### Principal Accountabilities:

Implement a strategic school advancement and fundraising plan

* Working collaboratively with the head of school, oversee all advancement functions for BDEA.
* Facilitate the creation of a strategic school advancement plan with head of school and board development committee; set and meet annual advancement goals, objectives, and metrics.
* Identify all private grant initiatives (foundations, corporations, major gifts), including cultivation of new funding sources, preparing and submitting proposals, and tracking grant expenditures and delivering interim and final reports. Utilize an external grant writer when necessary.
* Oversee timelines of all DESE grants and when appropriate provide technical writing support, working with appropriate administrators and faculty who will manage grants.
* Report yearly to board of trustees on advancement and fundraising outcomes in relationship to school’s strategic plan.
* Provide advice and support to faculty and board in matters related to fundraising.

Identify and coordinate school partnerships

* In collaboration with head of school and school leadership team, oversee the development of major community partnerships, strengthening academic, post-graduate planning, and student support services to advance school’s mission and vision
* In collaboration with the head of school, facilitate the engagement and advancement of the school’s board of trustees, specifically development committee.
* In collaboration with BDEA staff, oversee the administration of program grants.

Enhance BDEA’s local and national visibility

* Oversee the development and yearly update of all communications strategies, including BDEA publications, to ensure consistent messaging and branding as well as quality assurance (i.e., BDEA newsletter, collateral PR materials, website, annual report, and videos/DVDs)
* Write annual report.
* Oversee Advancement Associate’s role of maintaining school’s website, social media, newsletter, photographer, etc.
* Oversee Advancement Associate’s role of planning all special events (partner events, school visits for potential donors/friends, four annual graduations).
* Oversee Advancement Associate’s role of creating, coordinating, and maintaining a database of funders and partners.

Support BDEA dissemination of practice

* Coordinate the marketing and revenue potential of BDEA’s Responsive Education Alternatives Lab and BDEA’s student information system, CONNECTS, two opportunities to disseminate BDEA’s best practices.
* Oversee the Advancement Associate’s coordination of bimonthly guest visits to BDEA as part of developing critical mass for creating networks for competency-based education.

**Terms:**

Full-time, Managerial, Tier D, step set according to candidate’s experience; 223 work days between July 1st and June 30th each year. As a Horace Mann Charter School, employees are paid a competitive salary in accordance with the BPS managerial scale. The employee will be required to adhere to the work conditions, including calendar, schedule and flexibility established by the School. Common planning time, program, department and committee meetings, and professional development take place on Wednesday and Fridays, generally between 1:30 and 3pm. Other benefits include Medical and Dental benefits, eligibility for City of Boston retirement.  This position is subject to City of Boston Residency requirement.

**Qualifications*:*** *A successful candidate will have …*

* Three to five years of experience in the advancement field
* A proven record of partnership and fundraising development (corporate, foundation, state, private) for a school or non-profit institution
* Demonstrated leadership qualities specifically team collaboration and communication
* Superb oral and written communication and interpersonal skills
* Outstanding facility with technology and finance
* An ability to work collaboratively and manage multiple projects
* Comfort working in a fast-paced, dynamic environment
* The ability to be a strong advocate of the school specifically outside of the school at funding and outreach opportunities
* A passion for BDEA’s mission of serving under-served, urban young adults
* A master’s degree
* A sense of humor

**Application Process**

* If you would like to be considered for this critical leadership position, please send cover letter, writing samples, resume and references to: BDEAopenings@gmail.com. Attn: Director of Advancement.
* Please also fill out a BPS application and submit resume through Boston Public Schools’ Human Capital website: <http://bostonpublicschools.org/Page/4637>
* Applications will be considered on a rolling basis so early applications are strongly encouraged. Deadline: February 27, 2018

Please refer to [www.bostonpublicschools.org/ohc](http://www.bostonpublicschools.org/ohc) (under "Employee Benefits and Policies") for more information on salary and compensation.  Salaries are listed by Unions and Grade/Step.

*Boston Day and Evening Academy, in accordance with its non-discrimination and zero tolerance policy, does not discriminate in its programs, activities, facilities, employment and educational opportunities on the basis of race, color, age, disability, sex/gender, gender identity or expression, religious beliefs, national origin, ancestry, retaliation, sexual orientation, genetics or military status and does not tolerate any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work.*