



## **Position: Director of Development**

Central Queens Academy Charter School (CQA), a tuition-free public charter middle school serving a highly diverse, immigrant student population in the heart of Queens, seeks a founding Director of Development to help drive CQA's rapid growth. This individual will oversee all aspects of fund development to meet both CQA's operational fundraising needs as well as our school's planned capital expansion.

### **Background**

Opened in 2012, CQA serves 400+ students across grades 5-8 inside Community School District 24, NYC's most overcrowded school district. Our scholars reflect the diversity of Queens: more than 20 different languages are spoken at home and about 80% will be the first in their family to attend college. In 2016, for the third consecutive year, CQA scholars exceeded their city, state and home district peers in all tested grades and subjects on the New York State Math and ELA Assessments. Our growth plan calls for CQA to expand to offer a full K-12 college-preparatory program in the future.

### **Responsibilities**

Reporting to the Executive Director, the Director of Development will work with senior staff and the Board of Trustees, to lead all fundraising efforts of CQA, including face-to-face donor visits, pipeline development and tracking, prospect research, communication, events and logistics.

In this role, you will lead CQA's annual and strategic fundraising planning initiatives, including telling our story to grow our giving base, increase donor engagement and support long-term stewardship for our supporters. You will build and scale current activities which include 1-2 events each year and engagement with a small but generous base of individual and institutional (foundation and corporate) supporters. Partnering with the Executive Director, you will take ownership over:

### **Strategy and Analytics**

- Develop and lead strategy to grow CQA's fundraising in a data-driven and donor-centric manner
- Work closely with key stakeholders to develop and execute annual and capital fundraising plans
- Manage volunteer board members and other stakeholders to help meet revenue goals

### **Program Growth and Management**

- Oversee fundraising operations (database, reporting and resourcing)
- Establish and track performance metrics to evaluate fundraising program effectiveness
- Create a strong stewardship program to continuously engage existing and new stakeholders
- Develop and own, with others, the growth and management of a major gifts pipeline

### **Qualifications**

- 6-7+ years of relevant experience (e.g. education or business development/sales) required
- Bachelor's degree required
- Passion and alignment with CQA's mission and student population preferred
- Proven track record closing six and seven-figure gifts preferred
- Knowledge of the New York City philanthropic community and charter school community
- Experience managing cross-functional projects to successful completion
- Exceptional interpersonal, verbal and written communication skills

Salary commensurate with experience.

To Apply: Please send resume, writing sample and cover letter to [careers@centralqueensacademy.org](mailto:careers@centralqueensacademy.org)