



***Socrates Academy Foundation  
Director of Development***

**Position Announcement and Job Description**

The Director of Development is a member of the school's administrative team, working closely with the school's Principal (dotted-line relationship), Assistant Principal, and Business Manager, but reporting directly to the Socrates Academy Foundation Board of Trustees (BOT). The Director of Development is responsible for cultivating and leading the school's fundraising program as adopted by the Foundation's BOT. The Director will also be responsible for developing and maintaining active and productive relationships with the school's various stakeholders, e.g., board members, donors, administration, and parents.

Specific areas of responsibility include:

**Fundraising**

- Works with the BOT to develop a strategic plan for all Foundation fundraising.
- Works with the BOT to establish campaign priorities.
- Works with the BOT and the school's administration to develop strategies to initiate and meet aggressive fundraising goals.
- Designs, implements and manages all fundraising activities and programs within the Academy, including annual giving, special projects, other school-related solicitations, capital campaigns and endowments.
- Manages all strategies and activities for donor cultivation, solicitation, and relations.
- Maintains contact with and develops grant proposals for foundations and corporations and develops grant proposals for government-sponsored programs.

**Foundation Relations**

- Develops fundraising training for Trustees and other leadership volunteers.
- Attends all BOT meetings and assumes responsibility for all development reports to the BOT.
- Assists the BOT with recommending and recruiting potential new members.

**Development Office Infrastructure**

- Creates organizational and support structure (e.g., software, record keeping, volunteer support) necessary to successfully implement all development projects and operations.
- Manages and maintains donor and gift record-keeping.
- Manages and maintains databases and all records, files, and gift processing.

- Executes and/or oversees the pledge reminder and acknowledgement programs.

### **Public Relations, Marketing, and Advertising**

- Works closely with BOT, the Academy's Board of Directors (BOD), and school administration to develop public relations and advertising plans.
- In coordination with the BOD Communication Committee, designs and/or coordinates design and production of all major Foundation publications, including the Annual Report and Foundation website.
- Creates and implements a communication and promotional plan for all fundraising campaigns.
- Develops and implements strategies to promote Socrates Academy's mission to both the internal stakeholders of the school and the community at large.

### **Parent and Community Relations**

- Cultivates relationships with Socrates Academy parents and volunteers.
- Receives input from the PFI in planning and managing fund raisers implemented by the PFI (e.g., golf tournament).
- Works closely with the PFI and school administration to identify and train a core group of volunteers to assist in the Annual Giving, special events and other fundraising programs as needed.
- Cultivates and maintains relationships both with the Socrates Academy community as well as the Charlotte community at large.

### **Qualifications**

- A minimum of 3 years professional fundraising experience (preferably within non-profit sector) is strongly desired.
- Excellent verbal and written communication skills.
- Experience with Development and Desktop Publishing software preferred.
- Proficiency with word processing and database applications required.
- Ability to work both within a team as well as independently to achieve goals and meet deadlines.

Interested candidates must submit a resume and cover letter to the president of the Socrates Academy Foundation:

Dr. Antonis C. Stylianou  
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For more information about Socrates Academy, please visit [socratesacademy.us](http://socratesacademy.us)