

## IRVINE INTERNATIONAL ACADEMY

### Director of Development

#### & Interim Special Assignments

The **Director of Development** and *Interim* Special Assignments combines two critical roles for Irvine International Academy (“IIA”). One role expands the long-term financial resources of the school, while the second provides much needed expertise and assistance to our Executive Director in the immediate.

In the Development role, the successful candidate will solicit contributions to the school by building lasting relationships with donors and keeping them informed on how their financial input is helping IIA fulfill its charter petition of a Mandarin-English immersion school. Preferred candidates will be promoted from within, self-motivated, deadline-driven multitaskers.

While it is likely that the Director of Development works off-site, he/she will regularly communicate regularly with the Executive Director and at times lead on-site “Tours” of the school.

#### Director of Development

##### *Responsibilities:*

- Collaborating with the board of directors to create and implement a fundraising plan.
- Collaborating with the communications team to develop a digital fundraising strategy.
- Furnishing board with regular progress reports.
- Collaborating with a network to identify and build relationships with new donors.
- Maintaining relationships with existing sponsors.
- Obtaining financial support from individuals and organizations.
- Managing fundraising and special events.
- Generating development materials such as grants and case statements.
- Managing the implementation of development software.
- Managing staff responsible for data entry and gift processing.

##### *Requirements:*

- Bachelor's degree in business, non-profit management, or related field.
- 4+ years of sales or business development experience.
- Proficient with sponsorship solicitation.
- Grant writing experience and success.
- Excellent computer skills.
- Proficient with MS Office applications and CRMs.
- Proficient with social media platforms.
- Excellent understanding of best practices.
- Outstanding communication skills, both verbal and written.
- Ability to work independently.
- Available to travel, work weekends and evenings.
- Valid driver's license.

## **IRVINE INTERNATIONAL ACADEMY**

### **Director of Development**

#### **& Interim Special Assignments**

#### Interim Special Assignments

##### *Responsibilities:*

Irvine International Academy is in its first year. It is anticipated that several edits of the Petition will be required for growth and specifically for adding 6<sup>th</sup> 7<sup>th</sup>, and 8<sup>th</sup> grade levels as well as other expansion of classes. In the role of Special Assignments, it is expected that the Executive Director will delegate significant and complex projects to the Director of Development.

In this capacity, the fundraising is not the focus, but rather its relationship with Orange County Board of Education as it relates to the petition. It is conceivable that renewing Prop 39 – Facilities agreement could be delegated to the Director of Development and even organization of the Enrollment Lottery process.

The Director of Development will receive Board recommended compensation above the Compensation Survey results for the fundraising aspects of the role, based upon the candidate's familiarity and previous experience with the IIA Charter in these areas.

##### *Requirements:*

- Experience in founding or leading a Charter School.
- Charter Petition writing, editing experience.
- Excellent communication skills: verbal and written.
- Familiarity working with Authorizers (OCBE).
- Familiarity working with attorneys.
- Ability to work on complex projects and meet deadlines.

##### Reporting:

The Director of Development and Special Assignments reports directly to the Executive Director.

##### Compensation:

The compensation shall be set by the Executive Director and approved by the Board.