



INTERNATIONAL SCHOOL OF MONTEREY

Development Manager Job Specifications

The Development Specialist, who reports to the Director, manages a full spectrum of fund development efforts in accordance with Board policies and legal statutes. The Development Specialist identifies and researches individuals and corporations for potential funding opportunities; developing, writing, submitting and tracking compelling programs and proposals; building and maintaining strong positive relationships with current and prospective donors; and overseeing an accurate, up-to-date donor database with associated reports.

Minimum Qualifications

- Bachelor's degree or equivalent
- Knowledge of and experience in fundraising and development

Required Skills

- Well developed interpersonal skills
- Effective listening ability, and oral and written communication skills
- Proven proposal writing skills
- Proficiency in the use of personal computers including word processing, spreadsheets, and constituent database software
- Demonstrated project management skills
- Ability to perform multiple tasks and track a variety of programs
- Ability to perform in a team environment
- Demonstrated ability to address the essential functions identified below

Desirable Qualifications

- Knowledge of California public school education, and charter schools in particular
- Success in managing annual funding campaigns
- Previous experience in development in a school or nonprofit setting
- Demonstrated commitment to the ISM Mission to *educate all children toward becoming conscientious, compassionate, and responsible citizens of the world*, and the school's Vision of *a world of understanding*
- Experience working within a diverse, international community

Compensation

Administrative Rate Band B, Step 1 at start; .5 FTE; 210 contract days July - June (\$29,610 distributed over 24 bi-monthly pay periods)

This part-time, salaried non-exempt position does not include health and welfare benefits, nor qualify for retirement benefits

Essential Job Functions

Duties Related to Overall Development Efforts

- Collaborate with the chair of the Board's Advancement Committee and the ISM Director to articulate and implement a comprehensive advancement plan, and ensure appropriate activities relative to the plan.
- Oversee management of the ISM Bloomerang database to facilitate effective Family Share, major gifts, corporate, foundation, and alumni giving.
- Build new relationships with prospective family, community, corporate, and alumni donors.
- Steward ongoing relationships with current ISM contributors through effective communication.
- Maintain efficient and effective dashboards and reports that inform management, trustees, and ISM Foundation leaders of progress toward development goals.
- Utilize *moves management* techniques to assure timely and coordinated prospect cultivation and relationship-building by a variety of ISM community members.
- Develop compelling collateral materials, case statements, individualized proposals, and other donor communications.

Duties Specific to the Family Share Annual Giving Campaign

- Support the ISM Foundation in planning and executing the annual Family Share campaign.
- Help develop and implement the overarching strategy for increased family funding.
- Implement targeted outreach to ISM families through direct mail, email, phone, social media, and other communications channels in collaboration with ISM Foundation volunteers.

Duties Specific to Major Gifts Fundraising

- Study and apply best practices in securing major gifts from individual donors.
- Continually expand a list of prospects and qualify them according to opportunities, needs, and existing or potential relationships.

Duties Specific to Corporate Contributions

- Study and apply best practices in securing corporate sponsorship and support.
- Identify and research corporations for potential philanthropic and sponsorship opportunities.

Duties Related to Management of Others

- Directly or indirectly manage volunteers, identifying needs and working with other staff members to ensure appropriate and timely assignments, establishing regular administrative procedures and ongoing processes to effectively guide assigned volunteers, and maintaining a positive and productive working environment where volunteers thrive.

Duties Related to the Board

- Attend meetings of the ISM Board of Trustees as requested by the Director.
- With the guidance of the Director, provide regular and special reports to the Board on development matters.

Duties Related to the ISM Community

- Ensure that ISM stakeholders are appropriately informed about development matters through informational materials and communication structures.

Additional Duties

- Take on mentorship and leadership responsibilities that contribute to the growth of students, staff, and school, while providing valuable personal and professional growth.
- Perform additional duties as assigned by the Director.

Application Deadline & Process

This position will remain open until filled. To guarantee consideration, apply by the posted Initial Review Date of September 19, 2018. The search committee may review applications received after this date at its sole discretion.

To apply, submit a one-page letter of interest, curriculum vitae or resume, and a list of at least three current references to:

- Preferred: jobs@ismonterey.org (PDF files preferred)
- Acceptable: Director, International School of Monterey, 1720 Yosemite Street, Seaside, CA 93955

Equal Opportunity & Accessibility

Selection will be based solely on merit. In accordance with applicable federal, state, and local laws as well as school policy, ISM is committed to ensuring equal, fair, and meaningful access to employment. ISM does not discriminate on the basis of actual or perceived characteristics of age, ancestry, citizenship status, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition (including diagnosis or history of cancer), national origin, political affiliation, pregnancy and breastfeeding or related conditions, race, religion and reasonable accommodation, sex, sexual orientation, uniformed service status (including Vietnam Era Veteran status), or any other classification protected by applicable federal, state, or local nondiscrimination laws.

ISM works to make information and events accessible to all. If you need disability-related assistance or accommodation during the application process, including auxiliary aids or services, please direct requests to jobs@ismonterey.org, 831-583-2165, or the school office at 1720 Yosemite Street, Seaside, CA 93955. ISM is pleased to provide such assistance, and will not discriminate against any applicant as a result of such a request.