



Associate Director / Director of Development

BES is a national non-profit organization that identifies and prepares excellent leaders to transform education in their communities. From school founders and executive directors, to operations leaders, deans of students, and directors of curriculum and instruction, BES trains leaders to build schools, to ensure their schools excel, and to sustain their results over time. Since 1993, BES has prepared leaders to found more than 195 schools in 46 cities across 21 states and Washington, DC, educating more than 63,000 students each year. 82% of these students qualify for free or reduced lunch, and 94% identify as students of color. In all, BES has trained more than 2,500 leaders to found, lead, and grow schools that reflect and respond to the needs of their communities.

BES is looking for an Associate Director of Development to join our team. The Associate Director of Development is responsible for executing a robust fundraising strategy that results in BES securing at least \$6M annually (final amount depends on the board-approved budget) so BES can deliver on its mission. The Associate Director of Development reports to the Chief Strategy Officer. Depending on the candidate's experience, this role may be hired as a Director of Development, and will include supervisory responsibilities.

Headline Responsibilities:

The Associate Director of Development will lead fundraising efforts by:

- Identifying Funder Prospects: Conduct prospect research to identify new funders in collaboration with the Manager of External Relations and upon recommendations from other members of the Development / Strategy team.
- Managing Relationships and Information: Proactively develop and manage relationships with BES funders (foundations, individuals, corporations) and/or prepare the CEO and Chief Strategy Officer to develop and manage these relationships to update them on the work made possible through their investments and gifts via informal and formal grant reports as part of a strategy for donor stewardship. Over time, grow to co-own the highest-level relationships alongside the CEO and independently own the relationships with mid-level donors. Represent the development team in the organization and with peer colleagues. Maintain accurate records of outreach to prospective and current funders to ensure timely follow-up.
- Producing Materials: Produce high-quality written materials for funders including grant proposals, concept papers, and reports.
- Collaborating Internally: Work with the Director of Finance to finalize budgets and agreements for grants and complete grant reports. In partnership with the Director of Strategic Partnerships, manage the BES Community Advisory Council, a group of 20+ individuals in regions of key importance to BES who provide insights on fundraising and strategy.
- Continuously Improving: Continuously improve the fundraising strategy to raise approximately \$6M annually, with insight on the strategy from the CEO, Chief Strategy Officer, and BES Board Fundraising Committee, in alignment with [BES beliefs](#), the BES strategic plan, and our values of continuous growth and learning, intentional results,

valuing all voices and identities, integrity and respect, and clear and candid communication.

Required Skills, Experience, and Competencies:

The ideal candidate for the Associate Director of Development has had at least three years of relevant fundraising experience and, if hired as Director, has managed other employees for at least two years.

- Writing and Speaking Skills: Excellence in a broad range of writing skills (relational/email, creative/proposals, business/grant reports) and strong public speaking skills, including being a tenacious storyteller.
- Management Skills (depending on experience): Skilled manager (track record of effective delegation, goal-setting, and coaching and developing others).
- Proven Independent Leader: Has an entrepreneurial and strategic mindset and a track record of getting new grant opportunities, strong stewardship, and successful grant renewals and track record of achieving ambitious goals and overcoming challenges.
- Demonstrated Commitment to DEI: Has a track record of making commitments to diversity, equity and inclusion in practical, tangible, and result-oriented ways. Demonstrates a willingness to learn about research-based tools and strategies to further BES's commitment to equitable and anti-racist practices.

Other Requirements:

- 20-40% travel (when safe and practical to do so)
- Can be based anywhere in the United States

Compensation:

- This role will be hired as either an Associate Director or Director, depending on candidate experience.
- BES offers a competitive salary and benefits package, which includes medical and dental coverage, a 401(k) contribution match, paid time off, paid parental leave, and the ability to work remotely. The 2021-22 salary range for the Associate Director position grade is \$56,250 - \$77,250. The 2021-22 salary range for the Director position grade at BES is \$77,250 - \$122,250.