



## **Associate Director of Strategy and 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 200 schools in 50 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 Strategy and Development to join a five-person development and strategy team. The Associate Director of Strategy and Development is responsible for ensuring all BES relationships with program alumni, funders and partners (current and prospective) are effectively managed by the BES team.

The Associate Director of Strategy and Development conducts research and ensures smooth operational systems and robust knowledge and relationship management within and across teams for the purpose of development and partnerships so that BES can accurately measure our impact and properly steward these individuals and organizations to expand our reach. The Associate Director of Strategy and Development reports to the Senior Director of Strategic Partnerships.

### **Headline Responsibilities:**

*The Associate Director of Strategy and Development is responsible for:*

- Managing Information:
  - Responsible for overall knowledge management and database systems (such as maintaining google drive folders and future CRM) for development, strategy, and partnerships.
  - Manage BES startup funding process for all BES Fellows and the BES team, including reviewing applications submitted, coordinating deliberations with the Startup Committee, monitoring the pool of funding, completing all award notification responsibilities, and improving processes each year.



- Manage grant deliverables spreadsheet and support SDEAP / SDSP to engage program leads in a timely manner as needed to track progress and inform future grant applications.
- Coordinate with the BES program operations team to source, analyze, and share key information maintained by the program operations team such as the BES roster of schools, quarterly program surveys, and impact surveys to inform development and strategy.
- Lead special projects, as needed, to collect, organize and analyze information regarding BES programs and leaders (such as job transitions of BES alumni) in collaboration with program operations to drive development and partnership strategy.
- Researching:
  - Conduct prospect research (both assigned and independently) to identify new local and national funders and partners to ensure BES meets our annual fundraising goals.
  - Conduct research for new regions for the BES Fellowship, and select BES programs, and assess their viability in terms of need, authorization, talent, and strategic partners with guidance from the Senior Director of Strategic Partnerships and Senior Director of External Affairs and Philanthropy.
  - Manage and update the Funder Resource Playbook, Authorizer Playbook, Development and Strategy Handbook, and the School Model Summaries.
  - Track and disseminate national and regional news to inform new and current approaches to BES' development and partnership strategy.
  - Track federal and state policy and legislative developments that may impact BES strategy or lead to new opportunities for BES.
- Managing Relationships and Producing Materials:
  - Support senior-level team members by creating pre-and post-meeting notes, and drafting outreach emails in preparation for in-person and virtual meetings.
  - Support the Senior Director of External Affairs and Philanthropy in the execution of the stewardship strategy, including drafting and sending donor appeal and acknowledgement letters.
  - Collaborate with the Finance Team to register and maintain good standing with states in which we solicit funds.
  - Support the recruitment and selection of BES Fellowship candidates for regional partners by creating prospective Fellow candidate portfolios for partner interviews, scheduling partner interviews, and facilitating follow through as needed in collaboration with the Senior Director of Strategic Partnerships.



- Lead special projects, as needed, to draft materials regarding BES programs and leaders such as content for concept papers and school and leader spotlights in collaboration with the Senior Director of Strategic Partnerships, Senior Director of External Affairs and Philanthropy and Communications Team.
- Continuously Improving:
  - Continuously improve BES' development, strategy, and partnerships research, operations, and knowledge management functions, 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 Strategy and Development has had at least three years of relevant experience.*

- Organizational Skills: Organized and detail-oriented, has an ability to simultaneously handle a variety of projects and complex tasks, and has disciplined systems to manage information.
- Proven Independent Leader: Has a track record of meeting deadlines and prioritizing work and has the patience and tenacity to complete online research consistently. Knows how to successfully manage up and across an organization to get relevant information and drive strategies. History of teamwork and willingness to roll up sleeves to get the work done.
- 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 antiracist practices.
- Communication Skills: Strong written and verbal communication skills and a demonstrated ability to communicate effectively with a variety of internal and external stakeholders in diverse settings.

### **Preferred Skills, Experience, and Competencies:**

- K-12 Education Experience: Experience working or volunteering directly in K-12 education or a K-12 education nonprofit.
- Database Management Experience: Experience using a customer relationship management system, such as Salesforce.

### **Other Requirements:**



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

**Compensation:**

- 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 2022-2023 salary range for the Associate Director position at BES is:
  - Starting minimum: \$65,000
  - Starting maximum: \$85,000
  - Ceiling: \$95,000