



## LOGAN Hope School

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### **Development Director Job Description and Responsibilities**

LOGAN Hope is a Christ-centered K-8 school that provides rigorous, holistic education for under-resourced students in the Logan neighborhood of Philadelphia. The idea for LOGAN Hope was originally born out of seeing the needs of a community of refugees who had escaped the genocide of the Khmer Rouge in Cambodia. This idea has grown into our current commitment to helping individuals and families who struggle daily with the effects of poverty, seeking to transform our community by equipping our students for academic success and a life of servant leadership through rigorous academics, and Christian discipleship.

The Development Director's role at LOGAN Hope is to grow support for the mission of LOGAN Hope by building positive relationships with potential donors and deepening relationships with existing donors through effective communication of the LOGAN Hope story and a strategic path of fundraising efforts. The Development Director reports directly to the Head of School. Must be a committed follower of Jesus Christ and should demonstrate a commitment to the integration of faith and learning.

#### Goals:

- ❑ Plan for each year's fundraising efforts in connection to budgetary goals.
- ❑ Craft and cultivate the story of LOGAN Hope for our current and future support base.
- ❑ Manage our portfolio of donors and prospective donors. Identify, cultivate, solicit, steward, and retain qualified prospects and donors.
- ❑ Maintain appropriate communications with our donor base and prospective donors.
- ❑ Seek out and develop partnerships through PA's Tax Credit programs (EITC and OSTC).
- ❑ Collect and manage relevant data on current student and alumni population.
- ❑ Oversee portfolio of foundation prospects and direct support for grant writing efforts.
- ❑ Manage time and schedules effectively and efficiently to maximize impact on donors.
- ❑ Maintain proper records and report regularly on development progress.

#### Responsibilities:

##### **Planning**

- Develops and implements annual Development Plan for the organization, subject to approval by the Board of Directors.
  - Sets goals for fundraising efforts in connection with budgetary needs.
  - Plans yearly calendar of events and oversees implementation.
  - Plans campaigns and appeals to go out to specified donor groups.
- Creates and updates short-term focus plans that are carried out and reported on a weekly basis.

##### **Donor Relations**

- Organizes donor categories, ensures current donors are stewarded and maintained as laid out in the Development Plan.
- Builds relationships with current donors, including individuals, business, churches, and foundations.
- Seeks qualified leads for potential donors through churches, corporations, and board members.

### **Communications**

- Communicates regularly to the donor base of the school with a consistent message.
- Maintains mass communications through period printed communications, monthly emails, and semi-weekly social media updates.
- Maintains personal communications with donors and prospects through phone calls, updates on information, and personal notes.
- Ensures that receipts and thank-you letters are sent promptly.

### **Tax Credit Partnerships**

- Develops and updates LOGAN Hope-specific literature highlighting Tax Credit opportunities for business donations.
- Develops relationships with PA businesses and accountants through networks, churches, and other organizations that have members owning PA businesses.
- Communicates with partners about successes of the program and upcoming deadlines for program participation.

### **Foundations and Grant Writing**

- Develops and maintains grant-seeking calendar and oversees preparations for applications.
- With Head of School, develops program and project descriptions for proposals and applications.
- Organizes, prints, and gathers grant materials for distribution to foundations.
- Tracks relevant data for students, programs, and alumni for proposals and reports.
- Ensures that private foundations and corporations are stewarded.

### **Office Communications**

- Schedules weekly Development Meetings with Head of School and development team, prepares agenda for meetings.
- Prepares tasks to be delegated to team members, communicates with team members on progress.
- Schedules work calendar for time in and out of the office, communicates schedule with team members.
- Tracks deadlines and communicates with team members to keep up with time goals.

### **Reports and Receipts**

- Reports weekly to Head of School on donors and prospects previously pursued.
- Prepares receipt letters for timely and accurate acknowledgement of all gifts (cash and non-cash) in accordance with IRS requirements.

- Creates monthly fundraising reports, and creates special reports as may be requested.

Performs other job-related duties as assigned.

Qualifications and Preferences:

- Strong Christian faith and missional mindset
- Two to 5 years professional experience in nonprofits/fundraising
- Bachelor's degree required
- Demonstrated ability in personally cultivating, soliciting, and securing gifts
- Strong familiarity with Philadelphia area philanthropic landscape and ministry networks
- Excellent interpersonal, written, and verbal communication skills
- Familiarity with charitable foundations and trusts preferred
- Experience with donor database management (Network for Good experience preferred)
- Strategic thinker and problem solver
- Proven self-starter that can operate independently with minor support
- Demonstrates discipline and consistency in carrying out multi-step processes over time
- Willingness to travel to meet with prospects and attend events on behalf of LOGAN Hope
- Strong commitment to Christian education and urban ministry