



Position Announcement – Development Manager

DSST Public Schools (DSST) seeks a **Development Manager** to join one of the leading charter school organizations in Colorado. The Development Manager, reporting to the Director of Advancement, is charged with helping to raise funds and build DSST's public relations profile as DSST expands to a network of five secondary campuses (grades 6-12) in Denver. The position begins on July 1, 2010.

DSST Public Schools Overview: In its first five years, DSST has been recognized locally, state-wide, and nationally as a new model for high performing urban high schools.

- The founding campus, DSST Stapleton, was the top performing Denver Public School, high school and middle school, for the 2008-09 school year.
- DSST has earned the highest student achievement growth of any high school in Colorado over the last three years.
- 100% of DSST's first three graduating classes were accepted to four-year colleges – the first Denver public high school to accomplish this achievement.
- DSST has been featured in *Newsweek* magazine's "Great American High Schools," *The Denver Post*, and by U.S. Secretary of Education Arne Duncan, and Colorado's Lt. Governor Barbara O'Brien as a national exemplar of public school reform.

Working at DSST: Professionals who work at DSST can expect:

- **A Culture of High Expectations:** DSST faculty and staff work to support the school goal of DSST graduates being accepted to four-year colleges without remediation. DSST graduates are the future leaders of Denver, Colorado, and the U.S.
- **Amazing Colleagues:** The DSST team is comprised of highly talented, successful, passionate professionals who are committed to educating underserved students.
- **A Supportive Team:** DSST supports each one of its team members both in their professional and personal lives in a highly collaborative environment.
- **Professional Learning:** DSST is a learning organization which supports and challenges each staff member to learn, grow and become a better professional daily.
- **Professional Success:** DSST provides everyone on our team the opportunity to succeed at the highest level – inspiring and changing the lives of our students.

Qualifications: DSST seeks candidates who have a demonstrated track record of the following leadership skills and beliefs:

- Passionate belief in the mission of DSST Public Schools and commitment to professional excellence.
- Excellent interpersonal and communication skills, with demonstrated ability to speak and write clearly and persuasively.
- Ability to work effectively with a wide range of constituents and comfortable presenting to a wide range of audiences.
- Excellent organization, time management, and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work independently.
- Ability to constantly evaluate development systems and recommend how to best modify to meet changing needs of the organization
- Strong writer particularly related to development materials, including grant proposals and reports, donor and prospect communications, acknowledgment letters, newsletters, and website.

Responsibilities: The Development Manager supports institutional advancement opportunities for DSST Public Schools, including development, events, marketing & public relations, publications, and related administrative functions in the following areas:

Fundraising

- Develop, articulate and implement a detailed annual fundraising plan to raise \$700,000 in annual support. This plan will include goals, rationale, organization, timeline and budget. Draft fund requests, proposals, acknowledgments, reminders, and correspondence.
- Manage grants timeline. Draft grant proposals to local and national foundations to support both the growth of the DSST Public Schools network and general operating support for DSST schools; provide all interim and final reports.
- Create and maintain a systematic stewardship program for DSST's major donors, including individuals, corporations, and foundations.
- Plan and implement a calendar of special events including the annual celebration fundraiser.

Constituency Relations

- Be a visible presence in the Denver community on behalf of DSST, attending community events and constantly cultivating new relationships.
- Improve information acquisition and retrieval practices for all constituents; maintain computer database biographical and financial files, and obtain additional research when necessary;
- Organize parent volunteers to help design and implement a parent involvement and parent giving program.
- Focus volunteer leadership activities primarily (but not exclusively) on efforts to deliver current operating support to DSST, including annual giving and special events.

Public Relations

- Support a comprehensive marketing and public relations program to support DSST's brand and to facilitate communication among its various constituencies, including parents, students, board, staff, donors, and friends.
- Participate on website design and maintenance team.
- Lead internal communications efforts as DSST Public Schools expands and more schools open.

Administration

- Attend appropriate parent volunteer and board meetings, prepare and present detailed fundraising reports to the Board, CEO and chairs of committees related to the advancement office;
- Develop and coordinate development budgets with the finance department; ensure compliance with all standard (FASB) accounting and IRS regulations; reconcile all receivables (cash, pledges, and payments) with the finance department on a monthly basis.
- Take a leadership role in supporting the school's mission and vision at a level appropriate to being a member of the administrative team.
- Help with other administrative supervisory responsibilities where needed.
- Perform other related duties as assigned.

Compensation: DSST Public Schools offers a competitive salary commensurate with experience and prior performance, comprehensive benefits, and a commitment to continuing professional learning.

To Apply: Please apply online at <http://www.scienceandtech.org/jobs/jobs-application.php>.

DSST Public Schools proudly values diversity and is an equal opportunity employer.