

## Overview of Compensation Evaluation and Comparisons for Director of Development Position

Position Analysis: description of responsibilities: duties and responsibilities are not met through other positions – job description attached. Ed Fund will fund 75% of the Director of Development position for the 2017/2018 - as they have for the 2016/2017 year.

Immediately began to raise funds during the first year and continues to ramp up fund raising through a number of projects

### **Total Funds Raised to date \$145,502**

- \$83,575 – Parent Donations
- \$20,000 – Foundation Grants
- \$1,929 – Board Donations
- \$1,632 – Faculty & Staff Donations
- \$12,515 – Net proceeds from Special Event
- \$24,850 – Donor Brick Campaign

### **Grants received:**

- \$5,000 from the Lewis A. Kingsley Foundation for senior scholarships

### **Pending grants:**

- Joseph & Dorothy Goldberg Charitable Trust (\$15,000) Tech Equity grant is still pending
- Established relations with foundations, e.g. the Lewis A. Kingsley Foundation, William C. Bannerman Foundation, Ted & Rita Williams Foundation
- Formed Development Committee with Grant Writing subcommittee
- Ran the Tech Equity Campaign, a seven-week campaign which raised enough to purchase 230 Chromebooks
- Formed Palisades Development Council of all affiliated charter schools in the area to collaborate, share resources and coordinate fundraising efforts
- Created school brand and marketing pieces to promote development efforts including the new Temescal street banners
- Served as CTE Coordinator managing all reports, follow-up, grant proposals (both CTEIG and Perkins) and the formation of the CTE Advisory Committee representing leading members of industry and science
- Created Strategic Development Plan
- Met the original fundraising goal of \$150,000, a 528% increase over the previous year
- Created strategic relations with local media and Pacific Palisades Chamber of Commerce to better identify key members of the community
- Worked with Alumni Association to help promote events and engage alums
- Worked with all PCHS 501 (c) (3) organizations representing PCHS in their fundraising events attending every Booster Club meeting as a representative of the school.

In addition - Position Directs the CTE funding follow up and pathways to ensure we maintain our CTE grant

External - Survey of Comparable positions

Similar: Size - 200+ FTE; Industry (education, government & non-profit); Location

Salary Recommendation standards: used data of 3 or more participants to compute a median then adjusted to the closest salary range to market.

Summary – Recommendations Recommend converting current contract to an 'at-will' position

Recommendation: implement the Director of Development position and salary scale as attached.

# Single Job Single Scope Report

Development Director (CM0200076)

Oversees the development program for a non-profit organization, including annual, planned, and major gifts. Develops goals and strategies for all fundraising campaigns. Meets with donors and prospective donors to create and foster relationships. Creates a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization. May require a master's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

**Choose a Scope**  
All

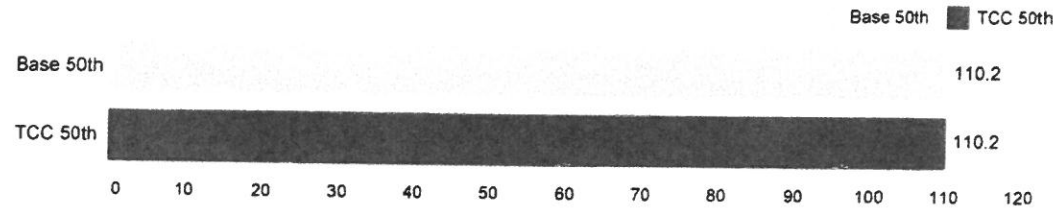
GEO: Los Angeles, CA  
Size: FTEs 200 - 500  
Industry: Edu., Gov't. & Nonprofit

**Job Family:** Executives & Senior Managers  
**Job Level:** Directors  
**FLSA Status:** Typically Exempt

**Alternate Job Titles:** Development Director

**Choose a Job**  
All

**No Company Jobs Matched!**



Display Units	Currency	Rate	TCC	Age from	Effective Date	Aging Factor	Match Adjust			
000's	Local	Annual	Actual	6/1/2017	6/1/2017	0.0%	0.0%			
Orgs #	Incs #	Base 25th	Base 50th	Base 75th	Base Avg	TCC 25th	TCC 50th	TCC 75th	TCC Avg	Bonus Target %
40↑	50↑	90.2	110.2	149.9	125.3	90.2	110.2	149.9	125.3	

## **PALISADES CHARTER HIGH SCHOOL**

### **CLASS TITLE: DIRECTOR OF DEVELOPMENT**

#### **BASIC FUNCTION:**

Under the direction of the Executive Director/Principal, facilitates and administers proposal development, grant activities and/or strategic partnerships with external partners. Oversees the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, grant solicitation, and in-kind resources. Responsible for maintaining an efficient and complete administrative record of all grant activities. Supports and monitors the progress of grant-funded projects to ensure successful implementation in accordance with grant contract terms and agency requirements.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL FUNCTIONS:**

Manages all grant related activities to include: facilitating an efficient proposal production process; conducting effective project planning; coordinating proposal teams; researching and reviewing funding opportunities; analyzing competitive positioning and risk; grant proposal editing; researching institutional and sponsor policies and regulations to ensure general procedural compliance.

Collaborate with the Board of Directors and Executive Director to create a fund development plan which increases revenues to support the strategic direction of the organization

Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved. Monitor trends in the community or region and adapt fundraising strategies as necessary. Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner

Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization. Identify and develop corporate, community, alumni and individual prospects for the organization's fundraising priorities

Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information. Coordinate in-kind donations and make decisions regarding the issuing of receipts

In consultation with the Executive Director, engage, recruit, and select well-qualified volunteers for special fund development projects

Ensure positive performance in the technical, fiscal and operations management of all active grant projects; proper protocol is followed in conducting all formal change orders/modifications; the timely submission of required agency reports.

Maintain a complete and orderly administrative record of all proposals, contracts, partnerships, grants and other pre-award and post-award instruments including fiscal and operations reports.

Facilitate and support strategic partnership activities with business/industry, community organizations and other entities by participating in partnership meetings, assisting in negotiations of roles and duties, and the drafting of supportive documents.

Coordinates, as needed, with program and contracting officers at the various local, state and federal funding agencies on grant administration issues

Foster an understanding of philanthropy within the organization. Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization

Coordinate the design, printing and distribution of marketing and communication materials for development efforts

Build relationships with community stakeholders to advance the mission and fundraising goals of the organization. Conduct research on potential funding sources; maintains contact with external agencies.

Participates on various committees as directed

### **Grant Writing and Editing**

Coordinate grant development and implementation teams for all private foundation grants by serving as the liaison with foundations, grant accounting staff and funding agencies.

Monitor progress of grant funded project to include goals, objectives, outcomes, deliverables, and all other contract terms for assigned grant teams through regular communication and meetings; researches institutional and funding agency's policies to ensure implementation and budgets are in compliance

Coordinates effective and timely grant support to project directors for all assigned grant funded projects; provides quarterly reports on the progress of grant-funded projects to Executive Director/Principal

Coordinate special projects for the Executive Director/Principal as assigned

Work closely with faculty and staff in developing and transforming ideas into grant proposals; interacts with campus constituencies involved in grant-funding activities; serves as liaison between PCHS and grant organizations

Maintain comprehensive knowledge of particular areas involved in identifying and soliciting grants; may collaborate with various internal departments.

May coordinate project activities; prepares and processes letters and correspondence, presentation materials, and manuscripts; maintains funding opportunity databases, activity tracking system, and related confidential files. Facilitate, review, and edit grant proposals; conduct research; compile data; input and retrieve data

Support in the creation and delivery of press releases, media relation content, executive bios, school newsletter content, social media content and speaking proposals

Use website and other media content to accomplish administration's goals. Assist in developing the voice for school's online presence. May write, edit and proofread site content.

May assist with the collation of information and optimize public relations materials. Social media and public relations outreach as it pertains to development for school programs

#### OTHER DUTIES:

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Knowledge of federal grant guidelines

Writing and research skills

Written and verbal communication skills

Interpersonal/human relations skills

Applicable sections of State Education Code and other applicable laws in regards to school funding and accounting.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Operation of a computer and assigned software.

##### ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Manage multiple projects with deadlines,

Prepare reports by gathering and organizing data from a variety of sources.

Work confidentially with discretion.

Develop information into grant proposals

Codify ideas into coherently written text

- Work collaboratively with faculty in various disciplines
- Work independently and manage time effectively
- Pay attention to detail and maintain accurate records
- Maintain confidentiality
- Make arrangements for meetings and conferences.
- Maintain a variety of files, records and logs.
- Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited college or university and three years of professional work experience directly related to the essential job duties in the areas of development, grant proposal development and grant management. Master's degree preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Reaching above the shoulders and horizontally to retrieve files and supplies.

Bending at the waist, kneeling or crouching to file materials.

*The incumbent in this job is expected to assist the school in achieving its vision and mission. Customer focus, service, and a willingness to assist as needed are expectations for all employees.*

