



Monarch School Project Chief Development Officer

Monarch School Overview

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social-emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch School Project (MSP), a 501(3) corporation. For more information, please visit www.monarchschoools.org.

Position Summary

The Chief Development Officer (CDO) is responsible for managing current community relations programs and implementing new ways to promote community awareness and giving, while always enhancing the image of the organization in the community.

The Chief Development Officer leads the strategic design and implementation of MSP's fundraising program, serves as a primary spokesperson for the organization and serves as a critical member of the Senior Leadership Team. This position will oversee existing and evolving fundraising operations including foundation partnerships, individual donor cultivation and acquisition, annual campaign strategies and fundraising events. Additionally, this position will provide executive oversight for the planning and implementation of marketing, communications and brand positioning activities. The CDO will be responsible for promoting a culture of giving in which board and staff members are fully equipped as ambassadors, embracing their roles as an integral part of MSP's philanthropy efforts.

In partnership with the President and CEO, the CDO, will re-imagine the giving culture of MSP, shaping the future of the organization's philanthropy programs.

Priority accountabilities include:

- Assume the critical role of strengthening current funding from public and private sources and be relentless in developing new and more diverse sources of revenue, emphasizing major gifts.
- Cultivate the brand recognition of MSP within the community in an effort to attract new support for current and evolving programs.

Reporting Relationship

The Chief Development Officer reports directly to the MSP Chief Executive Officer and serves as a critical member of the MSP Executive Leadership Team. This position coordinates and collaborates closely with the other members of the MSP Executive Team, the Monarch School Principal and SDCOE Leadership on

cross-organizational initiatives and business opportunities to ensure all elements of this position effectively and efficiently serve the needs of the student body and staff.

Supervisory Responsibilities

The Chief Development Officer serves as the executive leader for MSP's fund development team, overseeing seven (7) current staff members and growing the team as necessary to meet the advancing needs of the organization's strategic aims.

Position Responsibilities and General Responsibilities

The Chief Development Officer (CDO) will perform the following duties and responsibilities along with other duties that may be assigned:

Position Responsibilities

Donor Cultivation and Stewardship

- Lead and participate in the solicitation efforts of targeted individuals and corporations. Exercise diplomatic persistence in the cultivation of donors. Demonstrate the ability to close the deal.
- In collaboration with the CEO and board sub-committee, set the strategy, work plan and tone for fundraising, emphasizing the implementation of innovative and creative ideas for securing private donations.
- Work closely with the Board to inspire greater participation in advancement efforts while capitalizing on board member's resources, talents and networks.
- Effectively cultivate and steward authentic relationships with current and prospective donors.
- Develop a strategy to collaborate with key staff so that every staff member is engaged in raising funds and elevating the profile of MSP.
- Partner closely with program staff to make certain that fundraising requests match program needs.

Leadership

- Assemble and manage a strong team with a focus on effective coaching, leadership development, goal orientation and a commitment to respecting culture and valuing equity, justice and inclusion.
- Set the overarching fundraising direction, establish and achieve annual performance metrics
- Monitor fundraising progress and donor stewardship; and provide analytic reports to senior leaders, the CEO, and the Board.
- Review and enhance the capacity of the staff and infrastructure for the purposes of achieving greater market penetration.
- Lead the staff in the execution of events, fundraising activities, and campaign planning.
- Support a culture of integration across all agency departments.
- Ensure compliance and reporting adherence for public and private grants.
- Build a culture of continuous improvement by using data to drive decisions and make course corrections when necessary.
- Monitor key fundraising trends and issues and communicate their implications to CEO, colleagues and board when necessary and appropriate.

Community & Media Relations

- Develop and implement plans to build greater visibility through digital communications, social media and other cultivation tools.
- Oversee vendor partnerships related to external PR, event planning or related purposes
- Raise MSP's profile and strengthen its reputation among donors, constituents, volunteers, organizational partners, other key stakeholders and the general public.
- Provide oversight and strategic direction for agency fundraising and relationship building events.
- Conduct presentations about the organization to various community groups.
- Represent the organization at community events (luncheons and evening events).
- Select exposure opportunities appropriate for the organization.
- Manage the press experience, ensure the organization is reflected in the most accurate and positive way and messaging is in-line with established messaging.

General Responsibilities

- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that "Students Come First" at all times
- Protect students' rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Participate in professional development
- Maintaining student records and files, with consistent and accurate reporting
- Operate equipment such as copy machines, computers and audiovisual equipment
- Performs other duties and projects as assigned

Education and Experience

- Bachelor's degree from a four-year college or university is required, (major in business, education, English, journalism, policy or other related major is preferred).
- Ten (10) years of related nonprofit experience in fundraising or communication is preferred. Demonstrated knowledge of local and/or regional funding sources, strong relationships in the community are preferred.

Preferred Skills

- Successful senior leadership experience with a nonprofit organization achieving fundraising goals
- Demonstrated deep understanding of organization and cultural philanthropy, using a proactive, innovative, and entrepreneurial approach to fundraising

Certificates and Licenses

- A valid California driver's license is required.

COVID-19

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing HR@monarchschoools.org as soon as possible.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Equal Opportunity Employment:

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time, permanent, salary position, with pay starting at \$150,000.00 to \$165,000.00 per year depending on experience.

Competitive benefits package includes: Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with “**Chief Development Officer**” in the subject line. This position will remain open until filled.