



## Director of Development

**Mission:** REACH Prep provides access to transformative educational experiences that empower underserved, high-achieving students to graduate from top colleges and emerge as the next generation of leaders.

**Organization:** For 25 years, REACH Prep has helped motivated and talented black and Latino students from underserved communities in Fairfield and Westchester counties and the Bronx gain admission to and thrive in rigorous independent schools. Upon admission to REACH Prep at the end of fourth grade, students benefit from a 12-year educational continuum, including comprehensive academic preparation and enrichment, leadership training, and supplementary individual and family guidance that prepares them to succeed at and graduate from competitive colleges. REACH Prep's model of access to high-quality education along with sustained, extensive and long-term support achieves college success rates that defy trends and national statistics.

REACH Prep is easily accessible for those traveling from New York City or New Haven. Our office is conveniently located in downtown Stamford near Harbor Point and within a short walking distance from Stamford's Metro North Station.

**Position:** REACH Prep seeks a Director of Development who will report to and work in partnership with the Chief Executive Officer. The Director of Development will work in and manage a small department that oversees all development functions, fundraising events, and external communications.

### Responsibilities:

- Develop and execute a strategic fundraising plan to ensure revenue for REACH Prep's approximately \$2 million annual budget.
- Identify, research, cultivate and successfully solicit annual and major gifts from individuals, corporations and foundations.
- Drive expansion of a major gifts program and deepen the pipeline of major gifts donors and prospects.
- Maintain a portfolio of individual donors and prospects.
- Make direct, face-to-face solicitations.
- Coordinate and attend meetings with the CEO, Directors, and current and prospective donors.
- Work closely with Board members, committees and the Junior Council.
- Oversee and execute annual and special anniversary fundraising events, including 25<sup>th</sup> anniversary events in 2019.
- Plan strategic stewardship events and engagement opportunities to cultivate prospective donors and engage current funders.
- Develop targeted communications, annual appeals and outreach collateral.
- Represent REACH Prep as a brand ambassador at internal and external events.
- Oversee the development budget and monitor expenses.
- Communicate fundraising goals throughout the organization and equip team members to reach them.
- Prepare and present Development updates including donor and revenue analysis reports.
- Oversee staff responsible for gift processing and acknowledgments.

### Qualifications:

- College degree required, advanced degree and relevant certifications a plus.
- Minimum of five years of full-time work experience in Development. Demonstrated interest in educational access and/or college success work is desired.

- Proven track record of identifying, securing and maintaining individual gifts, corporate sponsorships and foundation grants for an organization with a \$1 million or above budget.
- Proven experience with overseeing or executing fundraising events that raise a minimum of \$250K.
- Exceptional attention to detail and skilled at synthesizing, evaluating and utilizing donor quantitative and qualitative donor data.
- Grant writing experience is highly desired.
- Proven experience and facility with a donor database (Salesforce a plus).
- Excellent communication skills including impeccable writing ability.
- Exceptional interpersonal skills and demonstrated interest in building and sustaining donor relationships.
- Demonstrates and highly values discretion, sound judgement and integrity.
- Ability to thrive and work collaboratively with a small team.
- Valid driver's license.

**Start Date:** Winter/Spring 2019

**Salary:** REACH Prep offers a competitive compensation and benefits package.

**To Apply:** Please submit a cover letter and resume via email to Rosa Ortiz, Director of Administration and Finance, at [rortiz@reachprep.org](mailto:rortiz@reachprep.org). Review of applications will begin immediately. No phone calls, please. REACH Prep can respond only to those candidates who will receive an interview. REACH Prep is proud to be an equal opportunity employer.