



Opportunity Scholars

Director of Development and Growth

Opportunity Scholars (OS) works with high school students as they pursue career and technical programs, and community college and university pathways. OS assists families as they consider employment and training/education needs for their children. OS provides financial support to students during high school for dual enrollment, career and technical classes, and financing for students who choose to pursue post-secondary education in a local community college or university.

Primary Duties:

1. Implement the development strategy of Opportunity Scholars by maintaining relationships with existing funders and community partners and finding new ideal donors.
2. Research and solicit donors and private family foundations.
3. Identify grants to pursue, write grant content and ascertain grant funding.
4. In combination with the CEO, the Director of Development and Growth is responsible for raising all funding needed for the organization.
5. Use spending cycles to guide fundraising campaign decisions.
6. Implement fundraising projects / strategies and execute cultivation and stewardship events/programs.
7. Develop and execute giving programs to include direct solicitations, prospect research, proposal development, special events, donor appeals, campaigns, annual giving and planned giving efforts.
8. Coordinate with board members, OS leaders and current OS donors to identify and reach out to major gift prospects.
9. Maintain current donor relationships.
10. Support program team by providing and initiating outreach and recruitment program activities.
11. Maintain records of recruitment strategies and donors.
12. Write donor appeals that help the organization reach fundraising goals.
13. Other duties as assigned.

Experience:

Prior experience in Development, Sales or a related field. Experience in charitable fundraising with a record of accomplishment in gifts is desired.

Qualifications:

Self-starter, go-getter, and self-directed individual is essential in this role. Experience in fundraising and grant writing is required. Strong initiative, organizational, time management and problem solving skills are required. Excellent motivation and communication skills required. Must be proficient in MS Word, Excel and Google. Strong interpersonal, public speaking, event planning and writing skills required.

Compensation:

This full time position has a salary of \$55,000 plus a bonus potential. In lieu of a benefits package, a stipend will be paid bi-weekly to offset travel and expenses.

Location of Work:

The large majority of work will take place in Northern Virginia and the Shenandoah Valley (City of Winchester, Frederick County, Clarke County). Employees are expected to maintain high speed internet

connection, cell phone and reliable transportation at their own expense. Some evening and weekend work is vital to the success of this role.

How to Apply:

Submit a resume to Kari@OpportunityScholars.org.

March 2024