

**Director of Development and Partnership**

**FLSA Status: Exempt**

**Report to: Sr. Director, Marketing, Communications, and Development**

**Location: San Diego**

**Supervises: Yes**

**Position Description**: This position leads, plans, and directs national outreach to promote and support the awareness and expansion of AVID in the U.S. The Director of Development and Partnerships builds relationships with organizations, foundations, corporations, and other potential funders to expand the AVID footprint. The Director is knowledgeable and can implement cause marketing campaigns in support of AVID. This individual is responsible for meeting annual grant goals as defined by executive leadership, manages development projects and budgets, and ensures compliance. The Director understands key policy initiatives to effectively target grant opportunities.

**Essential Duties:**

* Identify and grow national support through identifying and securing, at minimum, an annual funding goal from a variety of sources to expand AVID’s reach in public school districts
* Assess market; identify, secure and build positive relationships with organizations that could form partnerships or collaborations with AVID
* Coach and manage assigned team
* Develop strategy and direct a proactive, outbound campaign for development with a robust pipeline of both proposals submitted and grants received that may include government, corporations, foundations, and other partner organizations
* Recommend and implement programs to meet goals for funding nationally and locally
* Assure opportunities announced in multiple vehicles (state and federal) are reviewed and responded to in a timely basis; track all opportunities and report on revenue generation
* Lead cross-functional teams to design major grant projects and submit proposals
* Supervise the work of grant writers, Development Manager, and other consultants as needed
* Review and direct all grants management activities
* Work with internal and external experts; be responsible for alignment documents to support AVID language and implementation through a wide range of programs, grants, and other funding opportunities (e.g., ESSA, LCAP)
* Train and educate internal and external audiences on optimal ways to access funds through local initiatives
* Develop a strong plan for school choice and obtain grants for this segment
* Manage the relationships and day-to-day communication and support with defined collaborators and partners as the direct liaison, along with appropriate cross-departmental deployment staff
* Identify targeted states and districts where growth is critical to achieve organizational goals
* Interact with marketing team members and divisional colleagues to create programs to support growth through development tactics in divisions
* Implement strong, tactical plans to raise awareness and connection to AVID by outside partners and potential funders and partners
* Develop, direct, and deploy communications (print and online) about funding AVID, including effectiveness and direction on best practices
* Manage Customer Relationship Management (CRM) system effectively and efficiently
* Prepare quarterly return on investment reports on funding, awareness, and other tactics devised to support business development and funding growth
* Perform other duties as assigned
* Travel required (up to 30%)

**Minimum Qualifications**:

The Director of Development and Partnerships must provide evidence of or demonstrate the following:

* Success in achieving and exceeding established goals for new business development and funding, including prospect identification, targeting, grant writing, cultivation, gift solicitation, stewardship, and donor recognition
* Ability to provide critical analysis, using sound judgment with realistic expectations for prospects
* Interpersonal and team-building skills to establish and maintain good working relationships with colleagues, faculty, funders, volunteers, and board members, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion
* Ability to build strong relationships with various types of people and to motivate superiors, peers, and direct reports to meet ambitious goals
* Operate with purpose, urgency, and accuracy in a fast-paced, deadline-driven environment
* Ability to identify complex problems, develop and evaluate options, and implement solutions
* Manage, train, and evaluate personnel
* Ability to be flexible and adaptable, and demonstrate creative problem solving when faced with complex, intra- and inter- departmental communications, as well as external partner initiatives
* Ability to communicate and speak effectively when interacting with others or presenting information
* Strong written communication skills and the ability to compose correspondence and reports
* Self-motivated with proven success working in a collaborative environment
* Excellent time management skills
* Ability to achieve high levels of customer satisfaction (both internal and external) through attention to responsive, quality service
* Effective use of technology tools for communications, planning, management, and presentations, including a working knowledge of MS Office Suite, Concur, WebEx, Skype, Google Docs, and SmartSheet
* Experience in utilizing a Customer Relationship Management (CRM) system
* Strong character traits expected of a leader that include, but are not limited to: respectful treatment of colleagues and others, integrity, honesty, and a positive work ethic

**Experience and Education\***:

Required:

* Bachelor’s degree in business, education, marketing, or related field
* Minimum of 5 years of experience in progressively responsible positions in business development or fund development
* Experience with supervising and managing staff

Preferred:

* Master’s degree or higher
* Experience in serving non-profit organizations or educational institutions, which prepare students for success in high school, college, and a career, especially students traditionally underrepresented in higher education

*\*Allowable Substitutions: Any combination of experience and training that provides the incumbent/applicant with the knowledge, skills, and ability required to perform the work, as determined by the AVID Center. Qualifying work experience, as identified by the Senior Director, Human Resources, and Organizational Development, may substitute for the education requirement.*

**Physical Demands**:

In performing the duties of this position, the employee is required to:

* Sit frequently and for extended periods of time
* Use hands to finger, handle, and feel
* Talk with others and hear
* Stand and walk occasionally
* Reach with hands and arms
* Occasionally lift and move objects up to 10 lbs.
* Visually perform tasks that require both close and distance vision

**Work Environment:**

* Typical office conditions; low to moderate noise
* Typical travel conditions
* Demanding timelines
* Subject to frequent interruptions and extensive contact with others

**Hazards:**

* Extended viewing of computer monitor
* Working around and with office equipment having moving parts

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

*AVID Center is an equal opportunity employer and does not discriminate on the basis of age, race, religion, colors, sex, gender expression, national origin, marital status, physical disability, or mental disability.*

*In compliance with the Immigration Reform and Control Act of 1986, the AVID Center will hire only U.S. citizens and aliens lawfully authorized to work in the United States.*

To apply, please visit our [careers page](http://www.avid.org/join-us).