



## **DIRECTOR OF DEVELOPMENT**

### **Who We Are: National Center on Time & Learning**

The National Center on Time & Learning (NCTL) is a leader on the frontlines of urban K-12 education reform founded on the basic premise that the century-old school schedule is out of date in a highly competitive global society. NCTL uses high-level research and policy change and ground-level technical assistance to schools, to create a new, more effective school day and year – one that dramatically expands collaboration time for teachers and learning opportunities for all students in a school, offering a rigorous, engaging and well-rounded education that better prepares young people for success in the 21<sup>st</sup> century global economy. NCTL has emerged as the sole organization in the country focused on practical approaches to supporting public schools across America to expand learning time.

NCTL's vision is that by 2020 at least one million children in high-poverty communities will attend schools that have redesigned their school day to expand learning time to support academic improvement, promote excellent teaching, and offer a well-rounded education. In combination with other education improvement efforts, such as those targeting teacher effectiveness and the use of data, these expanded-time schools will cut the achievement and opportunity gaps and ensure that students build the skills and habits necessary for success in higher education, employment, and life. Furthermore, such redesigned schools with longer school days and years serving high-poverty students will be well on the way to becoming the norm, not an experiment in American education.

### **Position Summary**

The Director of Development will be charged with leading and implementing NCTL's foundation and individual fundraising efforts. You will be deeply involved in pushing the boundaries of education reform, addressing a diverse set of challenges that provide chances to broaden and enhance your skills. You will work closely with the Managing Director of Strategy and Impact, the President and the Leadership Team to manage and expand our funder pipeline by cultivating and capitalizing on new opportunities in addition to managing current funder relationships and requirements. The Director will be strategic, building the annual development plan, and "hands-on," executing on that plan, including writing proposals and reports. The Director will hire and supervise a development associate to provide administrative, research and proposal-writing support. You will report to the Managing Director of Strategy and Impact.

### **Responsibilities**

- Lead development and implementation of a comprehensive multi-year development strategy and annual development plans that meet ambitious fundraising goals for work in all areas
- Act as a thought partner to staff across NCTL in developing new concept papers to expand existing initiatives or developing new projects
- Identify, qualify, and cultivate new funding opportunities, and work with the President and Managing Director to solicit and steward a diverse funder portfolio
- Develop and implement tailored cultivation strategies for potential and current funders; prepare high-quality presentations, mailings and acknowledgements
- Write compelling proposals, concept papers, letters of interest and reports for six and seven-figure grants
- Work with Managing Director of Finance and Operations to prepare budgets and financial reports

- Lead pipeline management, including tracking progress toward goals, monitoring and meeting deadlines, and maintaining comprehensive, timely, and accurate systems for tracking funders from prospecting through stewardship
- Plan and execute inaugural, semi-annual “Friendraiser” events in the fall and the spring by leading team to plan event strategy and program, identifying prospects, developing program material, supporting day-of preparations, developing follow up communication, and creating prospect profiles and cultivation plans as needed
- Coordinate with communications and program staff to ensure our funders are updated on key NCTL activities
- Plan and facilitate regular meetings, including funder-specific cultivation meetings and weekly development meetings with the President and Managing Director
- Work with Board Development Committee to pursue fundraising strategies
- Supervise and support development associate

### **Who You Are**

You are a nonprofit development professional with at least three to five years of experience executing successful grant proposals, concept papers, and reports. You are mission-driven, with a commitment to improving education for students in high-poverty communities. You are eager to apply your skills and experience to improve the lives of students and teachers. You are a driven self-starter, you are reliable, and you approach your work with integrity. You have a commitment to continuous improvement and to building systems and processes that work. You work well individually and as a member of a team. You enjoy taking the lead and have a collaborative leadership approach; you partner with colleagues to achieve results.

### **Requisite Qualifications and Experience**

- Background in foundation relations, with experience in corporate, government and individual philanthropy preferred
- Exceptional writing, presentation and interpersonal skills
- Proven ability to work with colleagues to translate strategic goals into winning proposals for organizational support
- Strong organizational skills exemplified by the ability to set priorities, handle multiple tasks in a deadline-driven environment, and complete all tasks with attention to detail and quality
- Knowledge of the education reform landscape and experience in the sector preferred
- Strong research skills and experience with donor databases and search tools (e.g., Foundation Center) preferred
- Bachelor’s degree required; Master’s degree desirable

### **Position Details**

This is a full-time role based in Boston. Salary is commensurate with experience and includes a generous benefits package, including 403(b) and employer match. NCTL offers flexible work schedules. NCTL is committed to building diversity in our staff and creating a positive, inclusive workplace culture where all can thrive. We are an equal opportunity employer.

### **Application**

Interested and qualified applicants should send a thoughtful cover letter and resume to [hire@timeandlearning.org](mailto:hire@timeandlearning.org). Applicants must include a cover letter in order to be considered. Please include “Application for Director of Development” in the subject line of the email.