

POSITION

Director of Development

POSITION SUMMARY

The Community Training and Assistance Center (CTAC) is seeking a dynamic professional to lead and implement its development efforts. The Director of Development will identify and cultivate relationships with current and potential foundation, corporate and government funding sources; and serve as principal researcher, writer and manager of CTAC's proposal development process.

This is a senior level position requiring 8 – 10 years experience in education and community development fundraising on a national level, excellent writing and communication skills, proficiency with technology including digital and social media, and demonstrated ability to work well in a diverse team environment. The successful candidate will perform all functions of the development department and have an immediate impact on the organization's fundraising and development activities.

MAJOR RESPONSIBILITIES

- Partner with the Executive Director and senior staff to design and oversee a strategic and diversified fundraising plan that encompasses support from foundations, corporations, government sources, fee-for-service contracts, and earned-income initiatives.
- Participate in strategic planning sessions with senior education and community development staff.
- Proactively develop and foster national, state and local philanthropic, political, corporate and educational contacts and relationships.
- Research, analyze, and identify potential funders and income-generating opportunities.
- Review *Requests for Proposals*, screen and identify appropriate federal, state, and private RFPs. Write and submit timely proposals.
- Determine appropriate technology for overseeing CTAC's development efforts; design and maintain systems for tracking current and potential funders and client groups.
- Design, write and edit professional materials in a clear, concise and compelling manner. Materials for key audiences include proposals, reports, blog posts, newsletters, power point presentations, website content, and other mixed media materials. Maintain organizational image and formatting standards in all materials.

QUALIFICATIONS

- Eight to ten years of leadership and senior level experience in education and community development fundraising on a national level.
- Demonstrated success in raising funds from major philanthropic institutions and steering the development efforts of a national non-profit institution.
- Superior ability to write clearly, professionally, and persuasively.
- Exceptional communication skills.
- The ability to effectively and efficiently review proposals and reports; and demonstrated grant writing skills.
- Demonstrated ability to work as a core senior level team member in a diverse environment; outstanding interpersonal skills and the ability to work collaboratively.
- Knowledge of and passion for the fields of education and community development.
- Must have outstanding project management skills, be able to manage several projects simultaneously, exceptional organizational skills and attention to detail. Must have the ability to work professionally in a fast-paced environment to meet tight deadlines.
- Proficiency with relevant technology such as Microsoft Office, social media, internet tools, foundation directories, maintaining a comprehensive database and analyzing donor/grantor data. Experience with graphic design software is desirable.
- Ability to establish and maintain effective working relationships with a variety of stakeholders.
- Master's degree is preferred.
- This is a Boston based position and national travel is required.

APPLICATION PROCESS

Please send resume, cover letter with salary requirements, and two writing samples to: Cathi Leone, Director, Finance and Management Systems, Community Training & Assistance Center, 30 Winter Street, 7th Floor, Boston, MA 02108, or to cleone@ctacusa.com.

CTAC is an equal opportunity employer and state-certified minority non-profit organization. Bilingual, minority and women candidates are encouraged to apply.

ORGANIZATION DESCRIPTION

The Community Training and Assistance Center (CTAC) is a national nonprofit organization with a demonstrated 36-year track record of success in the fields of education and community development. Working at local, state, and national levels, CTAC assists partners to achieve significant, long-term improvements in areas such as student achievement, teacher effectiveness, and organizational capacity.

CTAC works collaboratively with partners to build their capacity for achieving sustainable, high-impact change by: analyzing challenges, developing creative solutions, strengthening implementation of organizational and management solutions, and sustaining the impact of

initiatives through program evaluation, continuous support and training, and improvement science.

Customizing and integrating *technical assistance, research and evaluation, and public policy* are key to developing comprehensive solutions that address complex challenges.

Technical Assistance: CTAC actively participates in helping partners succeed and provides customized, on-site assistance to develop leadership, planning and managerial capacity.

Research and Evaluation: CTAC believes evidence-based strategies are key to achieving lasting change and conducts tailored research to improve practices and inform policy decisions at the local, state, and national levels.

Public Policy: Real change often involves advancing public policy at the state or national level. CTAC leads the way—examining, framing, and informing public policy improvements in partnership with educators and community leaders.

CTAC is headquartered in Boston and has field offices in seven states. Our national reach and experience makes it possible to provide responsive, ongoing support to school systems, community-based organizations, coalitions, government agencies, and philanthropic institutions across the country.

For additional information regarding this position and CTAC, please visit www.ctacusa.com.