



# Foundation for Madison's Public Schools

Job Title:	Development Director
Responsible to:	Vice President, Strategy & Innovation
Date Approved:	July 2021

## **About the Opportunity**

Incorporated in 2001, the Foundation for Madison's Public Schools is a 501(c)(3) nonprofit agency that focuses exclusively on delivering support to the Madison Metropolitan School District's 52 public schools; more than 5,000 staff; and 27,000 students. During its existence, the Foundation for has delivered more than \$27 million in resources to Madison's public schools.

The Foundation now seeks a Development Director to partner with the President and the Vice President, Strategy & Innovation, to ensure that the Foundation has the operating revenue necessary to sustain and grow its infrastructure and core programs; to continue building our major, planned and capital gifts efforts; and to supervise our Development Coordinator, the staff member responsible for our annual giving programs. Ultimately, the Foundation wants to present our community with the best possible philanthropic giving platform in support of MMSD.

The Development Director will also oversee strategies to meet fundraising needs brought forward by MMSD, whether by central office or its 52 schools, and to complete the Community Schools *Together We Thrive* \$1.1M challenge grant from the Madison Community Foundation. The Development Director will, given all of the potential requests and opportunities, make recommendations about projects to undertake, aligning our fundraising commitments to current capacity.

The Development Director reports to the Vice President, Strategy & Innovation. This is a full-time, salary exempt opportunity. Candidates should be committed to anti-racism work – diversity, inclusion, equity, and accessibility – a critical element of the Foundation's culture.

## **Duties & Responsibilities (include, but are not limited to, the following)**

### ***Administrative / Board Relations***

- Develop an annual plan – strategies, objectives, tactics, calendar of activities, and budget – for the Foundation's resource development in collaboration with the Vice President, Strategy & Innovation, to meet our fundraising goals.
- Participate in the Foundation's strategic planning process, when applicable.
- Manage the Foundation's Resource Development Committee.
- Deliver information, materials and reminders to Foundation staff, Resource Development Committee, and board members in support of their assignments and monthly meetings.
- Support the Foundation's efforts to build a high-performing public-private partnership with MMSD colleagues, including the Chief Financial Officer, the

Strategic Partnerships Director and the Resource Development Manager.

***Major / Planned Gift Program:***

- Manage the Foundation's effort to fundraise directly for MMSD campaigns, projects and strategic initiatives, developing recommendations for what role the Foundation staff should play in those endeavors.
- Develop relationship portfolios assigned to Foundation staff and ensure regular review of prospects and assignments to maximize results.
- Create and manage a shared Foundation-MMSD stewardship protocol in coordination with MMSD's Resource Development Manager.
- Prepare materials for major gift donor meetings and presentations, and assist with follow up.
- Assist the President with the implementation of the Community Schools Fundraising & Long-Term Sustainability Plan.
- Coordinate logistics and arrangements for Community Schools cultivation, solicitation and stewardship activities.
- Manage the development and updating of Community Schools collateral; identification of inspiring donor stories; monitoring of both MMSD & FMPS web content; and postings on social media.
- Coordinate logistics and arrangements for donor cultivation events with the President.
- Manage the Foundation's planned giving program, including our Schools Make Madison Legacy Circle recognition society of planned gift commitments; our annual Legacy Circle Reception; mailings to our planned giving prospects; website, social media, eblast, and annual report content; gift acknowledgement inserts; and communications to local wealth advisors.

***Annual Giving Program:***

- Supervise the Development Coordinator, ensuring that the Foundation is on track to meet goals established for our annual giving goals. The Development Director will have the opportunity to recruit this position.
- Carry out assignments and close gifts in support of our Schools Make Madison Champions and Schools Make Madison Sponsors program.

***Marketing Coordination:***

- Coordinate marketing needs and communications with the Vice President, Strategy & Innovation, and related partners, consultants and vendors, to ensure consistent branding and messaging across the Foundation's development efforts and other programs and services.
- Support our annual operating calendar and co-manage implementation with the Vice President, Strategy & Innovation, to ensure coordinated promotion and support of the Foundation's many activities.
- Participate in regular meetings with the Development Coordinator and Vice President, Strategy & Innovation, to strategize, prioritize, clarify roles, and outline expectations regarding goals, projects and assignments.

**Other duties as assigned.**

## Qualifications

- Passion for public education and commitment to the successful futures of our district's 27,000 students
- 5 years plus in development or related work, preferably with prior experience with major, planned and campaign giving
- Prior experience supervising and coaching development staff
- Ability to develop strong working relationships with board and committee members
- Demonstrated cultural competency or commitment to developing related skills
- Bachelor's degree is preferred
- Driver's license, registered vehicle and insurance required
- Ability to operate office equipment including but not limited to computers and related equipment, calculator, copier, fax machine and multi-line telephone system. Must be skilled in the use of Microsoft Office applications.
- Ability to maintain confidentiality of donor records in our Raiser's Edge CRM
- Must have excellent time management skills
- Must have the ability to multi-task and prioritize workload
- Ability to work independently and within a team
- Ability to communicate effectively, both orally and in writing, with individuals at all levels of the organization as well as board members
- Preference for candidates with prior experience in event management, volunteer coordination, data entry, social media, and/or Web skills

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NOTE: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

*Foundation for Madison Public Schools is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

## **About the Foundation**

**Mission:** The Foundation is committed to supporting the education of every child by raising private funds, awarding grants, developing community partnerships, and advocating for Madison's public schools.

**Vision:** Supported by the Foundation, Madison will have excellent, well-funded public schools in which learning is celebrated and all students graduate ready for college, career, and community involvement.

### **Values & Beliefs:**

#### *We Believe –*

- Every child deserves a high quality and equitable education.
- The future depends upon today's investment in the educational experience of tomorrow's leaders.
- High quality public education is fundamental to a vibrant community and a strong local economy.
- Access to public education is essential for a thriving democracy.
- The Foundation plays a vital role in connecting public schools and community resources.

#### *We Will –*

- Fund promising, innovative educational programs and activities outside the core school budget.
- Build and sustain partnerships that mobilize business and community resources.
- Invest community resources to expand opportunities for all Madison public school students.
- Promote the value of Madison public schools throughout the community.
- Manage the Foundation with integrity and transparency.

For more information about the Foundation for Madison's Public Schools, please visit:  
[www.fmmps.org](http://www.fmmps.org).

### **To apply, please submit cover letter and resume electronically to:**

Melinda V. Heinritz  
President  
[mheinritz@fmmps.org](mailto:mheinritz@fmmps.org)

**Resumes will be accepted until the position is filled.**