

## EMPLOYMENT OPPORTUNITY: DIRECTOR OF DEVELOPMENT

Excel Academy Charter School is a tuition-free, charter middle school serving 200 students from the urban communities of Chelsea and East Boston. 70% of our students are Latino and 70% of our students come from low-income backgrounds.

### Mission

Excel Academy Charter School prepares middle school students to succeed in high school and college, apply their learning to solve relevant problems, and engage productively in their communities.

### Track Record of Success & Program Overview

Excel Academy has had a track record of success, particularly as measured by student performance on the Massachusetts Comprehensive Assessment System (MCAS) exam. Excel Academy students outperformed their local and state peers as well as their state-wide Caucasian peers on the 2007 math and English MCAS exams at every single grade level, thereby reversing the achievement gap. Furthermore, Excel Academy's eight graders were ranked fourth out of 461 Massachusetts public middle schools on the 2007 math MCAS, placing them in the top one percent statewide. As a result of these successes, the Center for Education Reform recognized Excel Academy as a 2007 National Charter School of the Year.

Excel Academy has generated the aforementioned results by offering an extended school day and year during which students are exposed to a rigorous, standards-based curriculum that ensures students gain mastery of fundamental skills and content necessary for success in high school and college. In addition:

- The school has fostered a positive, achievement-oriented school culture aimed at ensuring that our students internalize key values critical to their long-term success.
- The academic program is supported by a strictly enforced, school-wide disciplinary system that holds students to high behavioral expectations.
- Students receive targeted, individualized tutoring and academic support throughout the week.
- The school embraces a data-driven approach to instruction and to all decision-making.

### Challenges and Opportunities for the Director of Development

We are seeking a Director of Development who has the capacity and energy to take our nascent development program to the next level. To date, the school has raised ~\$400,000 per year, 75% of which has come from foundations & corporations and 25% of which has come from individual donors. The next Director of Development will be tasked with increasing this annual development target while also increasing the percentage of donations secured from individual donors. In doing so, s/he will have the unique opportunity to manage all aspects of our fundraising efforts. Specifically, s/he will have the following responsibilities:

- Serve as the key liaison between the school and the board of trustees on all development-related issues and directly manage the school's junior council.
- In collaboration with the board and executive director, develop the fundraising strategy for the school including the annual, development plan.
- In collaboration with the board and executive director, identify, cultivate and solicit individual donors.
- Research, identify and solicit foundations as well as corporations.
- Plan two annual major events & spearhead the annual appeal.
- Generate interest in the school through various marketing efforts such as by hosting a multitude of visitors, creating a quarterly newsletter, issuing newsworthy press releases, etc.

### Qualities Sought in the Director of Development

- *Commitment to Urban Education:* Belief that there is not a more urgent task than to educate students from low-income, urban backgrounds.
- *Mission Alignment:* Belief that every student should be held to the highest academic and behavioral expectations. Understanding that a structured environment is essential for learning.
- *Entrepreneurial Spirit:* Openness to change, willingness to problem-solve, and interest in developing new ideas & programs.
- *Qualifications:* Previous development experience preferred.

### Contact Information

Candidates should e-mail a resume and cover letter to the Executive Director, Mr. Yutaka Tamura ([ytamura@excelacademy.org](mailto:ytamura@excelacademy.org)).