



## **Director of Development**

**Title:** Development Director

**Department/Group:** Leadership Team

**Compensation:** Competitive base salary and comprehensive benefits package.

**Status:** Full-time

**FLSA Status:** Exempt, 12-month employee

**Reports to:** Head of School/Founder

### **Our School**

Houston Classical Charter School ("Houston Classical") was chartered by the Texas Education Agency (TEA) to open in Houston in August 2020 beginning with kindergarten and first grade. The school has an accomplished and committed Board, which includes a founding Board and a Head of School. We are looking for experienced, dedicated, and motivated individuals who are excited by the challenge of being part of a new school. Houston Classical is founded on the idea that scholars can learn at a high level notwithstanding their zip code or background.

### **Mission of Houston Classical**

Houston Classical's mission is to ensure all scholars K-8 are successful through a classical approach, rigorous academics, character development, and structured environment to ensure success in high school, college and in life.

### **The Role**

The Development Director role is generally to lead our strategic growth efforts. This includes managing internal and external relationships, with a focus on fundraising and recruitment. Externally, the Director will organize and lead community engagement efforts, including school tours and donor events. They will collaborate closely with our School Board and Advisors to ensure that fundraising goals are met. Internally, the Director will be responsible for managing social media efforts and updating our school's website as needed. They will also support our Head of School's staff recruitment efforts. Overall, the Director will wear multiple hats and should be eager to engage in a variety of projects and initiatives to further our school's mission and long-term growth.

### **ESSENTIAL JOB DUTIES & RESPONSIBILITIES**

- Work in partnership with the Head of School and School Board to develop and execute a strategic fundraising plan for Houston Classical
- Manage all efforts related to donor engagement, including communications, school tours, event planning, and prospecting
- Design social media posts and update website as needed, in collaboration with our external marketing team
- Support the Head of School in staffing and recruitment efforts as needed
- Build and maintain strong internal and external relationships to develop a strong understanding of Houston Classical's mission and support our long-term growth

### **QUALIFICATIONS & BEHAVIOURAL COMPETENCIES**

- Strong interpersonal skills and ability to build relationships
- Willingness to learn and grow
- Whatever it takes mentality
- Self-starter
- Organized
- Efficient
- Model consistent professionalism
- Ability to consistently meet deadlines

- o Ability to communicate effectively (written and oral)
- o High Capacity for problem solving in ever changing settings
- o Bachelor's degree (required)

### **AMERICANS WITH DISABILITY SPECIFICATIONS**

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

#### **An Equal Opportunity Employer**

*It is the policy of Houston Classical Charter Schools to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizen status, age, marital status, veteran status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), or any other protected class, and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.*