

# JOB DESCRIPTION

## Development (Person)



The Accelerated Schools is currently seeking a **Development (Person)** to focus on building and growing a major gift-fundraising program in support of its educational programs. The Accelerated Schools seeks to build a world-class educational program that offers a mix of academic, cultural, and community-focused programming for the youth of South Los Angeles. We believe that all students can excel when nurtured in a school environment that combines high expectations for students, and active involvement from parents and the community. Above all, we are guided by the belief that as educators, we each have the power to make a positive impact on the lives of our students, families, and our community at large.

The **Development (Person)** will play a pivotal role in shaping the future of educational programs by leading the charge in fundraising initiatives. This role involves planning and implementing a comprehensive fundraising program covering major gifts, corporate and foundation giving, planned giving, and special events. The successful candidate will work closely with the Chief Executive Officer (CEO), Board of Trustees, and campus leaders to develop a long-term fundraising plan complete with goals, strategies, and metrics to support and enhance educational opportunities for our students.



**Our Mission & Commitment to Equity:** The Accelerated Schools will graduate students who are prepared to succeed at the university and career of their choice who will enter the workplace as informed and productive employees.

At The Accelerated Schools, educational equity is continuously creating and implementing practices that are culturally responsive, and honoring voices from all educational and community partners. Through curiosity, inquiry, self and system reflection, we disrupt inequitable systems so that students graduate in four years, college, career and or life ready.

Our nonprofit organization is dedicated to making a positive impact in the lives of our students, and we are seeking a **Development (Person)** to lead our fundraising efforts.

**Location:** Set within an urban community, south of Downtown Los Angeles, our offices are located on 4000 S. Main Street in Los Angeles.

### General Description:

The **Development (Person)** is a dynamic and highly motivated team player who will collaborate closely with the Chief Executive Officer (CEO), Board of Trustees, and campus leaders on developing and executing strategies that bring philanthropic resources into the organization. The ideal candidate is entrepreneurial, enjoys autonomy, and is committed to building a robust fundraising program. This individual should be proactive, innovative, and capable of identifying new

development opportunities. We seek someone with a genuine interest in cultivating authentic relationships with donors and leading fundraising efforts.

### **Responsibilities & Duties:**

- Develop and implement a comprehensive fundraising plan that includes major gifts, corporate and foundation giving, planned giving, and special events.
- Identify and cultivate major gift prospects, corporate and foundation donors.
- Plan and execute special events that engage donors and raise funds for The Accelerated Schools.
- Collaborate with the CEO, Board of Trustees and campus leaders to develop fundraising goals and strategies that align with the organization's mission and values.
- Present fundraising plans and performance metrics to the Board of Trustees and work with the CEO to ensure that fundraising activities are aligned with the organization's overall strategic plan.
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.
- Track donor engagement and retention rates, analyze revenue streams, and make data-driven decisions that help The Accelerated Schools achieve its fundraising goals.

### **Requirements:**

- Bachelor's degree in nonprofit management, business administration, or a related field.
- Minimum of 5 years of experience in nonprofit fundraising, with a proven track record of success in major gifts, corporate and foundation giving, and special events.
- Excellent written and verbal communication skills, including the ability to write compelling donor communications and marketing materials.
- Demonstrated ability to work collaboratively with colleagues, Board members, and volunteers.
- A deep commitment to the mission and values of The Accelerated Schools.
- Experience with fundraising software and donor databases.
- Strategic thinker and strong problem-solving skills
- Flexible and adaptable to adjust fundraising strategies in response to changing circumstances or unexpected events.
- Demonstrated success with time management and ability to work under pressure and meet tight deadlines.
- Work location: In-person
- Written and oral proficiency in a second language is desirable

### **Compensation:**

- Competitive and negotiable salary range based on education and experience  
Medical, Dental, and Vision Coverage
- Paid Time Off
- *\$90,000-\$110,000 per year ??*
- 12 Month Calendar/229 Workdays

**To Apply:** Please visit [www.edjoin.org](http://www.edjoin.org) to complete the application. Attach resume, letter of interest, and three (3) letters of recommendation. Open until filled.

**Contact:** If you have questions about this position, please contact:

[humanresources@accelerated.org](mailto:humanresources@accelerated.org)

For more information about The Accelerated Schools, please visit our website at [www.accelerated.org](http://www.accelerated.org). The Accelerated Schools intend that all qualified persons shall have equal opportunities for employment and promotion.

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