



Boys' Latin of Philadelphia, a college preparatory school, is dedicated to serving boys who live in the City of Philadelphia. We are committed to fostering our students' success through college graduation, and that begins with a strong academic foundation. Boys' Latin offers students a rigorous classical education using contemporary pedagogy that prepares them for college matriculation and sets high standards for achievement, character development, and emotional intelligence. We emphasize the value of brotherhood and nurture a community of young men who value academic success, hard work, and the development of their intellectual, moral, social, creative, and athletic potential. Boys' Latin is a school where young men prepare to become leaders through challenging coursework within a supportive environment. Our curriculum blends liberal arts, classical studies, and state-of-the-art technology as we cultivate world citizens for the twenty-first century. We want students to embrace our motto that *Every Man is the Architect of His Own Fortune*.

Role Overview: Development Manager

Boys' Latin of Philadelphia is seeking a Development Manager to lead the school's development and communications efforts. Reporting to the Chief Operating Officer and working closely with other members of the leadership team as well as the Board of Trustees, the Development Manager is responsible for activities associated with identifying, securing, and stewarding new and existing individual, corporate, and institutional donors. This is an ideal opportunity for a detail-oriented individual with a drive to deliver results who is energized by the opportunity to serve as an external relationship builder for the school.

Essential Duties and Responsibilities:

- Work closely with the Chief Operating Officer, school leadership, and the Board of Trustees to ensure the healthy growth and continued strength of Boys' Latin through raising the philanthropic resources it needs now and for the future.
- Devise and execute strategic fundraising plan that includes identifying, cultivating, and stewarding individual, corporate, and institutional donors; directing annual appeal and major gift campaigns; and planning annual benefit gala and other special events.
- Maintaining and optimizing donor management system to drive reporting and decision making.
- Holds primary responsibility for meeting all grant requirements including contract review and executing, tracking contract milestones, and completing reports for all federal, state, and local grants and grant programs.
- Serve as an external relationship builder for the school by forging and managing partnerships and developing and supporting external communications via mail, email, the school's website, social media, and other platforms.
- Execute critical activities related to the Board, including meeting preparation and supporting the Development Committee.
- Performing other related duties as required and assigned.

Qualifications:

- Bachelor's degree
- 4-7 years of substantive work experience with increasing responsibility in non-profit development and/or education; extensive experience in development, fundraising, and donor or grants management is ideal.
- Strong leadership presence; excellent relationship building skills and ability to move and communicate seamlessly and effectively among and between varied audiences (e.g. donors, board members, school leaders, team members, students, and parents).
- Excellent writing and editing skills, and commitment to using data to drive decision making.
- Very strong organizational skills; an obsessive attention to detail and follow-through.
- Ability to thrive in a fast-paced, entrepreneurial environment; able to work autonomously as well as take direction as needed.

Competencies:

- Unwavering commitment to the mission of preparing boys for success in college and beyond.
- Desire to continuously learn and increase effectiveness as a professional; high levels of receptivity to feedback.
- Ability to work collaboratively with respect and humility toward all members of the Boys' Latin community.
- Willingness to be flexible and go above and beyond to meet the needs of Boys' Latin students.
- Commitment to meeting all requirements in a timely manner.
- Awareness of the ongoing implications of racism and privilege and the collective need to be anti-bias and anti-racist.

Boys' Latin offers competitive pay, commensurate on experience, and best-in-class benefits.

Interested candidates should submit a resume and letter of interest to Ruth Gonzalez, Director of Operations, at rgonzalez@boyslatin.org. Applications will be reviewed immediately upon submission.

Boys' Latin of Philadelphia is an equal opportunity employer. It is the policy of the school to not discriminate on the basis of race, national origin, color, age, gender, height, weight, disability, religion, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.