Position: Director of Development
Status: Full-time, Exempt
Reports To: Head of School
Supervises: Development Department

About Academy Prep
Mission: To inspire and empower students qualifying for need-based scholarships to become future community leaders through a rigorous middle school program coupled with ongoing graduate support. Vision: Transforming underserved middle school students’ lives by being a model of foundational and academic excellence in preparation for high school, post-secondary, and career success.

Academy Prep Center of Tampa is a free private independent middle school that exclusively serves students in grades 5 through 8 who qualify for the federal free and reduced-price meals program. APT, founded in 2003, is a functionally independent school; part of a network of three schools including the Academy Prep Center of St. Petersburg and the Academy Prep Center of Lakeland, which have been in operation since 1997 and 2019, respectively. Each center is a separate 501(c)(3) non profit and has its own head of school and board of trustees. Academy Prep administers a highly demanding academic program, followed by eight years of intensive guidance through high school and post-secondary education and careers; it promotes its students’ intellectual, athletic, emotional and social development.

Director of Development
The Director of Development plans, executes and evaluates fundraising activities to support the mission. These fundraising activities include: annual giving campaigns and scholarship campaigns, major gifts, grants, events, corporate gifts, capital gifts, endowment gifts, planned gifts and other contributions. The Director of Development demonstrates and reflects an understanding of and commitment to the mission and vision of Academy Prep. The Director of Development is responsible for designing and implementing comprehensive advancement and marketing programs and recruiting and developing talented team members focused on fundraising goals and donor cultivation, stewardship and retention. The Director of Development is an ambassador of and advocate for Academy Prep and its mission within the community and within philanthropic circles. The Director of Development works closely with the board of trustees, head of school and senior leadership staff to execute the organization’s
strategic vision and objectives. The Director of Development leads a 4-person team and is responsible for leadership, support, training and direction of the development team.

**Leadership and Management:**
- Advance the mission, vision, and strategic plan of Academy Prep Tampa in partnership with the head of school and senior leadership team.
- Build and maintain successful relationships with the board of trustees, colleagues, co-workers, community leaders, Academy Prep alumni, and prospective and current donors.
- Hire, train, develop, supervise, coach and guide the development team.
- Serve as the main staff liaison for the board’s development and endowment committees.

**Demonstrated Knowledge & Development Duties:**
- Build a comprehensive strategy for increasing support from individuals, corporations, and foundations.
- Develop and maintain close working relationships with members of the board, development committee, and all key leadership volunteers and collaborate with head of school to inspire increased engagement from all key constituencies.
- Support the head of school and board of trustees in fundraising activities.
- Maintain the organization’s overall dynamic portfolio of donors and personally secure scholarship, corporate, major, capital, endowment and planned gifts.
- Work within development team to strategize, design and create marketing ideas, collateral, and multi-channel communications to support fundraising needs and communicate the organization’s mission and needs to key constituencies and in the greater community.
- Formulate and administer the annual budget for the development department.
- Strategically create and maintain best practices with development team in gift acceptance policies and maintenance of donor records.
- Analyze and utilize donor and gift data to strategically inform annual plans and report to board.
- Provide accurate reporting on all aspects of development activities.
- In collaboration with head of school, set development and individual goals for fundraising activities.
- Serve as an ambassador of Academy Prep within the community: attend community and networking functions and other opportunities to meet new prospective donors and volunteers. Educate and enhance community understanding of Academy Prep and its mission, with the goal of generating increased appreciation and support for Academy Prep.
- All other duties as assigned.

**Skills:**
- Strong organizational, supervisory, team building and leadership skills are essential.
- Exceptional communication and interpersonal skills.
Ability to plan, organize, and coordinate people, tasks and projects for efficiency.
Ability to multi-task and meet simultaneous deadlines, while holding team accountable to similar deadlines and daily and weekly tasks.
Ability to handle confidential conversation, correspondence and records.
Excellent computer skills using Microsoft office products, Google products, and Blackbaud donor management systems required. Experience using Canva and Constant Contact highly valued.

Education & Experience:
- Bachelor’s degree required, CFRE accreditation highly preferred.
- At least 5 years of experience in a development setting in a leadership role, directly overseeing staff.
- Prior success in a leadership role demonstrating successful donor cultivation and stewardship, campaign implementation, and strategic planning.
- Understanding of non-profit organizations/educational settings preferred.
- Understanding of and adherence to fundraising professional standards and ethics.
- Passion for the mission of Academy Prep.

Please email cover letter and resume to Tammy Vallone at tvallone@academyprep.org