



Development Officer

Reports to:

Director of Innovation & Strategy

FLSA Status:

Exempt

Who We Are

Navigator Schools is a network of public charter schools that operates four high-performing TK-8 schools in the Northern Central Coast and Bay areas. Navigator exists because a group of concerned educators and parents no longer wanted to wait for someone else to figure out how to improve the quality of public school education. They were determined to demonstrate that ethnicity, early English fluency, and socioeconomic status are factors outside the classroom that may challenge but should not predetermine a student's academic success. With that determination, our first site was founded. After studying best practices from schools throughout the United States, we created a rigorous full-inclusion model that anticipates and meets the needs of all students. Our students enjoy research-based, personalized learning supported by a strong instructional staff. Our staff is supported by extensive professional development and regular coaching at every level of the organization, which leads to phenomenal results for all students.

Navigator Schools is committed to reaching the highest levels of student success through highly effective, student-focused teaching methods. Our organization boasts some of the top assessment scores in California and operates a growing network of schools, with campuses currently in Gilroy, Hollister, Watsonville, and Hayward. In addition, Navigator has positively influenced public school districts and charter school organizations throughout California by establishing partnerships and implementing professional development modules for school staff and leaders outside of the Navigator organization.

Our Mission

Navigator Schools equips students to become learners and leaders in high school, college, and beyond. We develop top-tier teams of educators who continuously improve and innovate schools that deliver phenomenal outcomes for all students, regardless of their circumstances.

Role Summary

Navigator Schools is seeking a dynamic, goal-oriented leader to serve as their inaugural Development Officer. The Development Officer will be responsible for the strategic leadership, design, and implementation of a comprehensive fundraising strategy to secure the financial stability of the organization and support the growth of our schools. They will work closely with the Director of Innovation & Strategy and the Grant Writer/consultant to generate new leads, establish prospect pipelines, cultivate individual giving and foundation gift initiatives, and steward existing programs. The ideal candidate is a self-starter, strong relationship builder, creative problem solver, and an effective communicator who is skilled in storytelling.

Responsibilities

Include but are not limited to:

- **Strategic Fundraising Planning**
 - Develop a comprehensive fundraising plan with clear strategies and actionable goals to identify, cultivate, and solicit donors
 - Formulate and strive to meet significant fundraising targets, such as securing multi-million dollar contributions and attracting 5-6 figure gifts annually
 - Diversify funding sources by building pipelines and engaging new prospects in individual giving, corporate partnerships, foundation grants, and events to pitch values-aligned opportunities to
 - Collaborate with senior and school leadership to stay abreast of academic and financial priorities, align on opportunities for program support, and effectively communicate our vision

- **Donor Relationship Management**
 - Cultivate relationships with program officers and key leadership, meet regularly to understand their funding priorities, and use research to maintain a diverse donor pipeline for potential future support
 - Implement a donor recognition program to sustain and acknowledge donors and upgrade funding from current partners
 - Serve as the fundraising lead, and as a partner to the CEO/Superintendent, Board of Trustees, Navigator staff, and other external champions by building their capacity to identify and foster funder relationships

- **Grant Research & Application**
 - Collaborate with the Grant Writer to prepare materials and apply for relevant grants and programs
 - Facilitate cross-team collaboration to complete program evaluation and effectively communicate progress and trends
 - Ensure timely submission of reports and any other information to meet grant requirements

- **Community Engagement & Marketing**
 - Serve as a representative of Navigator by attending business, community, and philanthropy events and leveraging opportunities to communicate our impact and future goals
 - Develop a fundraising calendar and organize special events and meetings to increase our visibility, regularly engage donors, and broaden our network
 - Collaborate with the Communications Team to create engaging collateral and promote fundraising campaigns, success stories, and key milestones

- **Systems Management & Performance Analysis**
 - Implement and maintain donor management systems and development practices to ensure effective record-keeping, tracking, and communication
 - Conduct data analysis regularly to evaluate performance and refine fundraising strategies, as needed

- Communicate fundraising goals and share updates with key stakeholders to foster a culture of shared accountability and continuous improvement to meet short and long-term fundraising goals

Candidate Requirements

The ideal candidate will possess the following qualifications:

- Strong knowledge of philanthropy and fundraising strategies and procedures
- Ability to manage budgets and develop financial projections
- Skilled project manager who is resourceful and consistently follows through with the execution of plans
- Gifted relationship builder with superb interpersonal skills who connects easily with internal and external stakeholders at all levels from diverse backgrounds
- Highly collaborative leader with the ability to inspire others to achieve shared goals
- Detail-oriented with the ability to plan and execute high-caliber events
- Excellent communication and presentation skills, both written and verbal
- Sound judgment in maintaining the strictest confidentiality of donor information
- Experience managing commonly used fundraising and/or sales software
- Alignment with the qualities of a Navigator Core Values: continual improver, academic scholar, creative problem solver, courageous change-maker, and collaborative teammate
- Bachelor's degree, or equivalent experience required
- Experience working in schools or alongside school systems is a plus
- Knowledge of key philanthropic and business communities in Silicon Valley and the Central Coast is a plus

Application and Hiring Process

We are excited to review your application! To apply, please submit a resume for the position to resumes@leveledtalent.com. Applications will be considered on a rolling basis, so it is in the candidates' best interest to apply as soon as possible.

Please note: Only applicants who submit materials through our search partner Leveled Talent will be considered.

What We Offer

- A rewarding and meaningful professional career where you will directly influence the direction of student lives
- A competitive compensation package including an excellent salary (range is \$90k - \$120k and commensurate with experience), medical, retirement benefits (STRS), and 15 days of discretionary time
- Leadership opportunities and career paths
- An exciting, evolving, collaborative work environment
- Technology, including a laptop, iPad, and a variety of other technology tools

Accommodations

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Pre-Employment Process

Employment eligibility will include fingerprints, tuberculosis, and/or other employment clearance.

Working Conditions

This is a remote position based in Northern California with 20% - 25% local travel expected to meet with the Navigator team and donors and visit school sites.

Non-Discrimination Policy

Navigator Schools is an equal-opportunity employer and is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws. Navigator Schools is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment. We are strongly committed to hiring a diverse and multicultural staff and encourage applications from traditionally underrepresented backgrounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.