

RMAE Foundation - Development Director

Rocky Mountain Academy of Evergreen (RMAE) is a Charter School located in Evergreen, Colorado. The school opened in 2001 and proudly serves almost 400 students, Pre-K through 8th grade.

RMAE Mission Statement

Rocky Mountain Academy of Evergreen inspires each student to pursue personal and academic excellence through an intellectually challenging Core Knowledge™ curriculum within a nurturing environment.

The RMAE Foundation is a separate entity and acts as a fundraising, development and endowment vehicle for RMAE. Our Foundation supports the vigorous legacy of school choice in the mountain communities of Jefferson and Clear Creek counties. The funds we raise are vital to the continued operation of the only “tuition- free” option to county schools in our area. We bridge the gap in state funding, we support capital investments and we plan for the future, so that RMAE will be open to students for years to come.

The foundation’s goal is to raise a *minimum* of \$250,000 per year every year. This amount enable’s the foundation to cover operating expenses, disburse \$100,000+ per year to the school and build a reserve fund/endowment.

The Development Director role is a full-time, salaried position employed by the Foundation and not the school itself. However, the employee will have an office at the school. As the sole employee for the foundation, this role requires tremendous self-reliance, personal initiative and problem-solving skills. Reporting to the President of the Foundation Board, the Development Director will lead *all* development efforts outside of our parent community (Annual Giving is run by the school board). Responsibilities include:

- Develop and execute an annual fundraising plan
- Cultivate a large base of annual donors outside of school parents.
- Cultivate ongoing relationships with major donors
- Connect donor prospects to the school Director and Board members
- Develop and track proposals for all foundation and corporate fundraising
- Cultivate support from foundations, corporations and individuals
 - Utilize school director and board members as ‘closers’
- Utilize a fundraising CRM to record and manage contacts with donors
- Lead and direct volunteers for special event fundraisers i.e. golf tourney
- Report to the board bi-weekly via a written report on activity and revenue
- Develop and execute plan for community involvement
- Provide DD report 3 days prior to and then attend board meetings.
- Manage all ‘fulfillments’, i.e. thank you notes, gifts, letters etc
- Lead the foundation board’s annual meeting.

Qualifications

- ✓ Bachelors Degree
- ✓ 3+ years experience in development/fundraising
- ✓ Grant Writing Experience
- ✓ Excellent organizational & communication skills, including public speaking
- ✓ Skilled in PowerPoint or Keynote presentation design
- ✓ Working knowledge of CRM systems, ideally fundraising specific platforms

How to Apply

To apply for this position, please send your resume, cover letter, and salary requirements to George Pardo at gpardo.jr@me.com. All applications are to be submitted via email. To learn more about this position, and the foundation please visit www.rmaefoundation.org.

RMAE Foundation is an Equal Opportunity Employer