



DEVELOPMENT DIRECTOR

Hours: Full Time

Schedule: Most work hours will occur Monday through Friday between 8 AM and 5 PM; Events or travel may require time outside of normal business hours

Location: Within the state of Mississippi with the ability to travel to Columbus, MS at least once per month

Position Overview:

The Mississippi School for Mathematics and Science (MSMS) Foundation's Development Director's main function will be to identify, cultivate and solicit large donations on behalf of the MSMS Foundation (Foundation) to support the mission and vision of the state's only public residential high school devoted to advanced STEM (science, technology, engineering and mathematics) education.

While a part-time staff member would be considered, this is likely a full-time position reporting directly to the Foundation Board and coordinating with the MSMS Administration. Candidates with a connection to the school such as alumni and parents of alumni are encouraged to apply.

The Opportunity:

We are seeking a charismatic person with a passion for STEM education and enthusiasm for supporting the mission of providing "an opportunity for excellence" to Mississippi's brightest students. As the state's only public residential high school devoted to STEM, MSMS offers an amazing opportunity for Mississippi's brightest students to receive a world-class preparatory education within Mississippi. The Foundation wants to significantly increase the support we can provide to the school to increase enrollment and enhance the education of its students. We're looking for a Development Director to help us interface and solicit from a broad range of donors to help support that goal.

The location for this position is flexible, although a candidate in Mississippi is highly preferred. The position will have travel responsibilities to meet existing and potential donors across the state of Mississippi and on a more limited basis outside of Mississippi. Extensive travel is expected and the candidate will need to make monthly trips to the school's campus in Columbus, MS, to coordinate and meet with the MSMS Administration as well as the other full time MSMS Foundation Staff.

What we do:

The Foundation is a 501c3 that was established in 1989 to provide support for MSMS outside of state funding. MSMS was established in 1988 to enhance the science and math education of students from across Mississippi and from all walks of life. The school is unique among public schools in that it receives no funding from local tax revenues and all funding is through state allocation, grants, and support from the Foundation. The Foundation has grown substantially since 2008 and provides annual funding to the school for special projects, to enhance public STEM outreach, and to increase enrollment. The Foundation is managed by a board which includes alumni, current



parents, parents of alumni, and MSMS administration and staff. More information about the MSMS Foundation can be viewed at www.msmsfoundation.com.

Who you will work with:

The MSMS Foundation staff interface directly with members of the Foundation Board as well as the school administration. Much of this interface will be via email and phone as the Foundation Board is located nation-wide. The Director of Development will also interface daily and weekly with the current MSMS Foundation Director of Operations, Kassie Brooks who works in Columbus, MS.

We want to meet you if you are:

- Motivated –This is a high-freedom and high-expectation environment where being self-motivated is essential.
- A Strategic Implementor – This person will be in charge of both designing and implementing the planning and systems to support a major gifts program.
- A Strong Communicator - Due to the geographic range of the MSMS Foundation Board members as well as the geographic spread of potential donors, this individual needs to be a strong verbal and written communicator with an aptitude for using technology to engage with others across distance.

The role includes:

- Developing a large and corporate donor strategy and communicating this plan for board approval and assistance
- Maintaining potential and existing donor relations through in-person meetings, phone calls, and other communications
- Development of written materials as needed to support communication with donors and the board
- Coordination with MSMS Foundation staff to effectively utilize all resources in donor communication plans
- Maintenance of records of all visits and calls in our exiting CRM to enhance our ability to appeal to donors with specific interests and needs
- Developing a pipeline of potential donors at various levels to target based on different campaigns
- Developing and managing an expense budget with weekly updates of expenditures to accounting staff
- Coordinating events outside of Columbus, MS, for alumni, parents, or other potential donors.

A typical day might include:

- Check in with Director of Operations to determine any items or projects over the next week that may require coordination or combining of activities to accomplish
- Meet with two large donors at their place of business and determine their interests in donations in the short and long-term horizons
- Post-meeting, transcribe notes into Neon CRM to ensure any key points are captured or addressed.



- Draft communications to donors to follow-up on meeting thanking them for their time and addressing any questions
- Set up additional meeting for subsequent days and weeks to keep meeting schedule full
- Review CRM goals and determine if number of meetings and solicitations address quarterly and annual goals. Increase number of meetings and contacts as needed
- Update personal list of expenses and mileage
- Work on planning an event in Jackson, MS to interface with MSMS Alumni in that area

Minimum qualifications:

- Outstanding communication skills
- BS degree in a related field
- Demonstrable experience fundraising for a nonprofit or academic institution

Preferred qualifications:

- 5+ year of demonstrable experience fundraising for a nonprofit or academic institution
- Experience in a small nonprofit
- Understanding of all facets of nonprofit fundraising
- Deep understanding of fundraising for an academic institution, developing and executing a sustainable plan for targeting large and new donors.

The Foundation offers competitive compensation and the opportunity to truly impact a diverse population of students with an “Opportunity for Excellence.” The Foundation is an Equal Opportunity Employer.

Qualified applicants should email a PDF copy of their resume and cover letter to careers@msmsfoundation.com, with the subject line DD202002-L.