



## Director of Fundraising & Community Relations



Liberty Common School, in Fort Collins, Colorado, is seeking a full-time Director of Fundraising and Community Relations to begin immediately. Liberty Common School is a Poudre School District charter public school dedicated to Core Knowledge principles and college-preparatory instruction. The school currently enrolls over 1,100 K-12 students.

The Fundraising Director will report to the school's Headmaster to develop and administer a cohesive fundraising system designed to support the mission of Liberty Common School, and afford prudent academic and instructional advantages for Liberty's students. This role will oversee all aspects of fundraising, including creating a fundraising strategic plan, fundraising teams, leading an annual gala, other large events, overseeing the sponsorship program, developing a grant program, and fulfilling all other administrative duties relevant to fundraising, and fostering a school culture conducive to achieving the school's fundraising goals. The successful candidate will bring passion, creativity, and energy to their work sufficient to establish a record of securing small-to-major gifts from diverse sources.

### Duties and Responsibilities

- Work with the Headmaster, administration, and Board of Directors (BOD) to design a fundraising plan that aligns with the BOD's strategic plan.
  - Benchmark current fundraising against similar organizations and set reasonable goals to increase and maintain funding.
  - Evaluate fundraising events and choose those which fit strategically with school goals and priorities.
  - Develop calendars and specific action plans for short- and long-term fundraising plans.
- Provide leadership for any LCS fundraising events and activities.
  - Work with a team of volunteers to plan, coordinate, and oversee the annual Spring Gala.
  - Work with teams of volunteers to plan and oversee any volunteer-led events, such as Grandparents Day, Fall Festival, Winter Carnival.
  - Plan and manage new events that align with Liberty's mission and values.
  - Work with others to recruit, train, and inspire volunteers for any fundraising-based event or activity.
- Develop and maintain sponsorship programs with returning large-donor businesses.
  - Solicit, secure, and grow annual sponsorships with relevant businesses on throughout the year procure funding annually.
  - Oversee all aspects of the sponsorship packages to guarantee all promises are being met in a timely manner, meeting the standards guaranteed.
- Develop and administer all aspects of a grant-writing program.
  - Research and identify relevant grant opportunities.
  - Work with necessary school personnel to complete all steps necessary to receive funding from appropriate grants.
  - Follow up as needed to complete any needed information and reporting for grant.

- Complete all administrative duties relevant to fundraising.
  - Maintain the donor database to ease in overseeing the annual campaign, chase letter, thank you notes and recognition throughout the year.
  - Oversee all merchant-rebate programs including gift cards and online programs.
  - Regularly update and maintain the fundraising portions of the website.
  - Create regular updates for parent communications and reports for the BOD.
  - Utilize meetings, events, and personal letters to develop and nurture internal donor relationships as appropriate.

### **Minimum Requirements**

- Exceptional organizational skills.
- Experience planning large events.
- Excellent interpersonal, oral and written communication skills, and the ability to effectively articulate information and issues.
- Ability to articulate and project the mission and values of the school.
- Bachelor's degree or equivalent work experience required.
- Minimum of two years' experience in donor cultivation and solicitation required.

### **Desired Qualifications**

- Experience in making “the ask” for large and small donations.
- Record of significant achievement in coordinating events.
- Understanding of Liberty Common High School's history and a commitment to maintaining the school's mission and values.

### **Compensation**

Salary will range from \$35,000-\$40,000 depending on experience and qualifications.

### **Application Instructions**

Application must include a letter of interest, resume, copy of transcript, and three professional references with phone numbers. Applications without all required documents will not be considered.

Mail to:

Mr. Bob Schaffer, Headmaster  
Liberty Common High School  
2745 Minnesota Dr.  
Fort Collins, CO 80525

Or e-mail to: [bschaffer@libertycommon.org](mailto:bschaffer@libertycommon.org)

Liberty Common High School is an equal opportunity employer and provides employment opportunities based only on job-related qualifications. LCHS does not discriminate on the basis of age, race, color, gender, or any other protected class.