Who We Are
Center for Supportive Schools (CSS) is a fast-paced, collegial, and team-oriented organization wholly committed to helping schools become places where students want to be. Our work directly addresses student disengagement, a root cause of diminished academic performance, students dropping out of school, and other high-risk student behaviors. We partner with schools in three areas: developing all students into leaders; empowering teachers to collaborate with each other and with students; and engaging entire school communities to improve how learning happens.

CSS is driven by the vision that one day, all students will thrive in schools that graduate them prepared for the rigors of college and lives filled with meaningful work, active citizenship, and personal fulfillment. Founded in 1979, we are a national organization currently impacting 45,000 students annually and committed to supporting every K-12 school in the country. Most of our partners are economically disadvantaged communities where the consequences of student disengagement can be most devastating. For more information, please visit www.supportiveschools.org.

Who You Are
You are highly motivated and creative and looking to join a team of smart, driven professionals in a rapidly changing, collaborative, and mission-driven environment. CSS’s mission and vision resonate with you deeply and you want to play a lead role in helping the organization grow and support all students in all schools across the country. You love to travel and meet new people. You are highly effective at networking and building relationships with schools, funders, and partners. More than anything else, you want to make a difference.

What You’ll Do
As Director, New Site Development, you will support meeting the needs of greater numbers of students, families, communities, schools, and school districts across the country through aggressive organizational growth into new regions over the next several years. You will serve as a key member of our Development Team helping to shape the strategy for meeting needs in new markets throughout the United States. You will secure funds to support CSS’s strategic initiatives in new locales, working directly with communities, districts, schools, foundations, corporations, and government agencies.

Specifically, you will:
• Conduct a thorough analysis of feasibility and viability of launching CSS programs in specific locations, including:
  o identifying potential local champions who will play an active role in generating excitement about CSS among students and their families, schools and school districts, other local and state agencies, foundations, and corporations;
  o assessing student need;
  o reviewing current educational policies, priorities of educational leaders, and school evaluation frameworks in target markets;
  o assessing availability of public and private funding, including foundation and corporation funding prospects to support new site development efforts;
○ assessing landscape of existing service providers to gauge potential for partnerships, overlaps, synergies, over-saturation, and filling gaps; and
○ other considerations as needed.

• Develop, in collaboration with CSS’s Development Team, growth and fundraising goals for new CSS sites and actively work to achieve those goals.
• Actively engage schools and districts to partner with CSS to implement one or more of CSS’s solutions.
• Research, identify, and secure funding to support CSS’s new site development efforts.
• Cultivate and maintain strong, trusting, respectful relationships with a wide range of individuals and organizations (community groups, foundations, non-profit organizations, corporations, government agencies, universities).
• Attend and present at networking events, fund development events, and professional conferences.
• Collaborate with appropriate CSS staff to ensure that all expansion efforts are consistent with and supportive of the CSS program model, mission, vision, and goals.
• Once a new CSS region has been identified, support recruitment, hiring, training, and supervision of staff required to support work in that region.
• Help guide and support local team in all aspects of start-up.
• Support activities required to prepare, submit, and manage grant proposals.
• Support activities required to manage and steward grants once they are received by the organization.
• Maintain regular communication with funders and other key project partners.
• Support Development Team in other development and growth efforts as needed.

What You’ve Done

Education: You’ve almost certainly earned a Bachelor’s degree.

Professional Experiences and Personal Qualities/Skills:
You will exude excitement and energy around CSS’s mission, solutions, and offerings and will be adept at creating and encouraging others’ enthusiasm and support for the organization. You will demonstrate exceptional abilities to plan, prioritize, organize, balance, and complete multiple complex projects, often with competing deadlines.

In addition, you have likely had the following experiences and have demonstrated the following attributes:
• Excellent listening, writing, and speaking skills, including grant-writing experience.
• Experience with identifying, cultivating, soliciting, and stewarding institutional funders.
• Excellent interpersonal skills, including the ability to build relationships internally and externally and to develop and manage effective teams.
• Highly effective time-management, goal-setting, problem-solving, and decision-making skills.
• Ability to gather, analyze, synthesize, and communicate information from various sources.
• Strong public speaking and group facilitation skills.
• Demonstrated ability to work independently and collaboratively.
• Flexibility, resourcefulness, and willingness to work evenings and weekends when required for participating in networking opportunities and successful and timely completion of projects.
• Ability to use discretion and judgment in handling confidential and sensitive information.
• Great comfort in relying extensively on computers for video conferencing, email, social media, word processing, collaboration, managing information, analysis and the ability and enthusiasm to learn new uses of computers.
• Commitment to the mission and core values of CSS
Location
Regular national travel (up to 80% of time) is required. Therefore, the Director, New Site Development may be based remotely, or at a CSS office in New Jersey (Princeton), New York City, or North Carolina (Wake Forest).

Schedule, Salary, and Benefits
The anticipated starting date for this position is Spring 2020. The salary is competitive and based on experience. CSS offers a comprehensive and competitive benefits plan, including health, dental, and vision.

To Apply
Interested applicants are requested to apply immediately by emailing a cover letter and CV/résumé to resumes@supportiveschools.org. Please include (1) the title of the position in the subject line of your email; (2) where you found the position posting in your cover letter; and (3) your salary requirements. If possible, please email all documents in PDF format. People of color are strongly encouraged to apply.

Center for Supportive Schools is an equal opportunity employer committed to inclusive hiring and dedicated to diversity, inclusion, and equity in its work and staff. CSS’s Equal Employment Opportunity and Affirmative Action related policies are available upon request.