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November 30, 2017

Search for Director of Development and Members Relations (Corporate, Foundation, and Governments)

The [Center for Curriculum Redesign](http://www.curriculumredesign.org) (CCR) is a global, entrepreneurial and unique non-profit 501 (c) (3) organization whose mission is to answer the fundamental question: “What should students learn in the 21st century?” and openly propagate its recommendations and frameworks on a worldwide basis. Its members include:



Its Assessment Research Consortium (ARC) has met with considerable success, producing landmark reports through its engagement with foundations and members:

<http://curriculumredesign.org/assessment-research-consortium/>

For the ramp-up in growth of the ARC, we are looking for an entrepreneurial person (initially part-time transitioning into full-time as soon as possible), interested in global education, with a solid track record. Compensation depends on availability of the candidate, is very competitive (including base and quota bonus).

<p>Job Description Summary</p>	<p>The Director is responsible for managing all aspects of corporate, foundation and government relations. Working with the Founder and Chairman, the Director leads a collaborative approach to secure external funding, in support of the CCR’s priority initiatives, from corporations, foundations and government agencies. The Director identifies, cultivates and solicits a portfolio of gifts at the six and seven figure level.</p>
<p>Essential Responsibilities</p>	<ul style="list-style-type: none"> • Work closely with the Chairman to establish clear fundraising priorities. • Deliver periodic updates to the Chairman, which include a pending and pre-proposal pipeline, money raised to date, and an activity report. • Develop solicitation strategies, prepare necessary proposals and recommend cultivation steps for gifts at the six and seven figure level. • Develop, submit, and track proposals to corporations and foundations and in response to government RFPs; steward donors; and fulfill narrative and financial report requirements. • Recruit new members and insure continued renewal and engagement from the existing members. • Assure and administer appropriate spending and allocation of grant funds and the timely distribution of yearly reports relating to corporate, foundation, and government grants. • Travel, as necessary, to meet with appropriate corporate, foundation and government constituencies to cultivate key relationships and identify opportunities for financial support.
<p>Minimum Experience</p>	<p>10+ years of successful work experience as a fundraising professional focusing on corporate, foundation, and/or government agencies; experience in education philanthropy strongly preferred</p>
<p>Minimum Education</p>	<p>Bachelor’s Degree (Master’s Degree preferred) or equivalent Skill</p>
<p>Working Conditions</p>	<ul style="list-style-type: none"> • Virtual office; occasional meetings in Cambridge MA • Preferably based on the US East Coast • Travel as necessary but infrequently to meet with appropriate corporate, foundation, and government constituencies
<p>Additional Required Skills & Abilities</p>	<ul style="list-style-type: none"> • Self-motivation and drive • Familiarity with successful proposal-writing techniques and processes.

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| | <ul style="list-style-type: none">• Excellent business writing, interpersonal, and organizational skills. Strong presentation skills.• Demonstrated ability to represent (and sell) the ARC value proposition to corporations, foundations and government agencies.• Strong computer skills including proficiency in common Microsoft Office programs particularly Powerpoint, donor records systems, messaging applications, Internet research, and novel web applications. |
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