About Communities In Schools of Northern Virginia (CIS NOVA)

Communities In Schools is a nationwide network of passionate professionals working in public schools to surround students with a community or support, empowering them to stay in school and achieve in life. Communities In Schools of NOVA is serving more than thirteen thousand students and families in the Northern Virginia region, helping to break the cycle of poverty, school failure, and underemployment.

Communities In Schools believes every child needs and deserves the five basics:
- A one-on-one relationship with a caring adult
- A safe place to learn and grow
- A healthy start and a healthy future
- A marketable skill to use upon graduation
- A chance to give back to peers and the community

We are growing as an organization and looking for mission-driven individuals to join our team.

About the Director of Advancement

CIS NOVA seeks a dedicated professional committed to improving the lives of students and families to serve as our Director of Advancement. Working closely with the Executive Director and Board of Directors, the Director of Advancement is a leadership team member guiding the strategic direction of the organization’s fundraising and outreach plans. With a primary focus on donor strategy, the Director engages current and new supporters, increases financial investments in CIS NOVA, and builds an increasingly strong and diverse network of stakeholders.

As the lead fundraiser for CIS NOVA, the Director of Advancement will spend time in the community building relationships with donors, partners and prospects, and enhancing CIS NOVA’s brand recognition and presence with the goal of expanding the base of support. The Director of Advancement will leverage the Executive Director and Board of Directors in the cultivation and solicitation of major contributions from individuals and corporations.

In coordination with the leadership team, the Director sets and achieves annual and long-range fundraising goals, measuring progress throughout the year to ensure success. CIS NOVA’s expansion plans will require significant increases in annual support, with a goal of $500,000 in the first year.
The Director of Advancement reports to the Executive Director and works closely with the Director of Operations, Board of Directors, and Trustees. The position will supervise 1 - 2 support positions.

Responsibilities

The successful candidate will:

- Develop and implement a comprehensive Advancement strategy to achieve annual fundraising goals and other key performance indicators (e.g., list growth).
- Identify, cultivate, and solicit a portfolio of major donors and corporate supporters, and steward existing donors to ensure their ongoing support.
- Conduct in-person meetings and attend events across the organization’s geographic service area to deepen relationships.
- Oversee two annual fundraising events by securing sponsorships, selling tickets, and managing logistics.
- Create opportunities to promote and represent the organization in the community with the goal of increasing support.
- Design and implement 2 - 3 direct response campaigns each year.
- Provide support (e.g., research, briefing materials, meeting logistics) to the Executive Director and volunteer leadership in their efforts to increase philanthropic support of CIS NOVA.
- Leverage communications and marketing tools to raise the organizational profile and to attract and engage donors, including the website and social media accounts.
- Manage staff (1 - 2 people) who perform Advancement support functions such as social media, e-communications, gift processing and acknowledgment, graphic design, and community engagement events.
- Track metrics and provide revenue projection updates.
- Support the grant writing efforts managed by the Executive Director and Vice President of Operations.

Qualifications

CIS NOVA is seeking a professional with a proven track record in fundraising or an analogous field. If your unique experience in similar roles prepares you to succeed in this position, we encourage you to share your qualifications in your cover letter.

Experiences we are considering include:

- Bachelor’s degree plus seven or more years of experience in fundraising or a similar field.
- Personal track record of success in your role(s) with increasing responsibilities.
- Experience supporting external stakeholders (e.g., donors, volunteer leadership).
- Ability to create and nurture authentic relationships.
● Excellent writing, editing, and proofreading skills.
● Strong organizational skills and project management acumen.
● Commitment to the mission of CIS NOVA and the students and families we serve.

Due to the expectation that the Director will often conduct meetings outside of the office, a valid driver’s license and regular access to a car are needed. Staff are expected to work from the office or be in the community at least three days each week. Occasional evenings and weekends will be required.

Compensation and Benefits

What We Offer:

● Work that makes a difference—the opportunity to contribute to an important mission.
● Competitive and comprehensive compensation and benefits package.
● Generous paid time off benefits.

Communities In Schools of Northern Virginia is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information or any other basis protected by applicable law. Communities In Schools of Northern Virginia prohibits harassment of applicants or employees based on any of these protected categories. CIS NOVA is an equal opportunity employer.

Candidates must pass a criminal background check and provide proof of Covid-19 vaccination.

Salary and benefits will be competitive and commensurate with experience. Salary Range: $90,000 - $110,000

Benefits include:

● 401(k) matching
● Dental insurance
● Health insurance
● Life insurance
● Paid time off
● Parental leave
● Vision insurance

Applications

Applications should include a cover letter and résumé detailing your qualifications and be sent to recruiting@cisofnova.org.