



809 Center Street
Pittsburgh, PA 15221
412.244.1779
office@pucs.org
www.pucs.org

Development Director
Full Time, Benefit-Eligible
\$45,000-\$60,000

PUCS Background/Mission

At Pittsburgh Urban Christian School (PUCS) our mission is to equip students to engage the world with their unique, God-given gifts. PUCS provides an excellent education in an urban setting for a racially and economically diverse group of students. We are committed to educating from a Christian perspective with a curriculum characterized by integral thematic units, close student teacher interaction and substantive parental involvement. By offering a high quality, affordable education, PUCS seeks to play a leading role in enhancing the quality of life for the people of Wilkinsburg and surrounding communities. Our staff of certified teachers is dedicated to facilitating each student's spiritual, personal, social, academic and physical growth and work in deep collaboration.

PUCS serves 145 students ranging from pre-kindergarten to eighth grade. PUCS employs 25 talented faculty and staff who are devoted to creating a rich learning environment for students. Our talented teachers help foster an environment that empowers PUCS students to realize their full potential and set them up for a successful post-PUCS educational experience.

Please review the [PUCS website](#) for further detail on the PUCS approach to learning and the impact PUCS has had on the community.

Workplace: hybrid options will be considered after 90 days.

Position Purpose: Reporting to and in partnership with the Executive Director (ED), the Development Director will spearhead development efforts at PUCS.

Responsibilities:

Strategic Planning

- Ensure revenue goal is achieved by developing, implementing, and assessing PUCS' year-round annual fundraising plan
- Create and execute a strategy for funding our strategic goals in the next 1-3 years, working with feasibility study and capital campaign consultant(s) as needed
- Direct the implementation and execution of the fundraising plan by focusing on acquisition, retention and stewardship of donors and sponsors

CULTIVATING CARING HEARTS AND CURIOUS MINDS

Fundraising

- Secure financial support from individuals, foundations, corporations (EITC tax credit and sponsorships), and churches
- Develop and track proposals and reports for all state, foundation, and corporate fundraising
- Assist the ED with identifying prospective funding opportunities, plan strategy for building relationships and grant writing and reporting for scholarships, operations, programs and capital projects. Track in database.
- Develop and maintain ongoing relationships with major donors
- Prepare prospect/donor briefing documents for the Executive Director
- Oversee organization of special fundraising events
- Create budgets and fundraising projections for events and other fundraising activities
- Prepare regular financial reports to analyze performance of fundraising activities

Donor Relations

- Deliver excellent customer service to all donors and corporate partners by understanding their interests, responding promptly to requests and providing consistent communication
- Assist Executive Director with pitches, meetings and networking with donors, prospects, corporate leaders, and others for the purpose of cultivation, successful donor development and raising the visibility and positive reputation of PUCS
- Cultivate relationships with donors from all sectors in conjunction with Board Members and the Executive Director

Leadership

- Collaborate with Board Members and its Development Committee to strategize and mobilize fundraising efforts
- Supervise the Development Coordinator. Manage the gift acknowledgement process to ensure timely and accurate acknowledgement of all donations. Ensure proper gift coding and allocation.
- Supervise and direct the Communication Coordinator in formulating communication strategies, grant and article writing, website and social media posts
- Supervise and direct the Admissions Coordinator and oversee recruitment and admissions activities
- Collaborate with the Financial Secretary for monthly financial reconciliation
- Other duties as assigned by the Executive Director

Qualifications and Experience:

- Bachelor's degree in a related area
- 3-5 years direct fundraising experience in a non-profit setting or Development office
- A proven track record of fundraising success, successfully managing campaigns and engaging a Board of Directors in fundraising activities
- Experience with donor management databases, Bloomerang preferred
- Capital campaign experience a plus

Skills:

- Proven project management skills and ability to drive a project from concept to completion
- Skillful in balancing multiple and competing priorities
- Skilled in building and sustaining meaningful relationships
- Ability to analyze data from fundraising campaigns and be able to draw insights with actionable recommendations based on the analysis
- Aptitude for planning, budgeting and time management
- Exceptional written/oral presentation and communication skills
- Creative thinker/problem solver
- Ability to work and interact easily with a diverse workforce and community
- Ability to work independently as well as within a team and with other groups within the School. Experience collaborating/working with outside organizations.
- Ability to work on a tightly integrated leadership team, working daily in humble, healthy and transparent collaboration
- Meticulous attention to detail and follow-up
- Strong time management skills
- Good judgment, tact, diplomacy, and ability to guard confidentiality
- Flexible to work evenings and weekends as needed
- Access to transportation
- Google products (Gmail, Drive, Docs, Slides, and Sheets)
- Microsoft Office Suite, especially MS Excel



809 Center Street
Pittsburgh, PA 15221

412.244.1779
office@pucs.org

www.pucs.org

Required Legal Documents

- Federal Criminal History Record
- Pennsylvania State Criminal Record Check (Act 34)
- Pennsylvania Child Abuse History Clearance (Act 33/151)

How to Apply

Interested applicants should send the following to careers@pucs.org:

- Letter of interest
- Resume
- Three references
- Personal Statement of Christian Faith / Experience