

## Position: Development Architect

### About IDEA

IDEA Public Charter School in Washington, DC challenges, motivates, and strengthens the intellect of all of our students, whether they are pursuing paths to college, the workforce, or the military. Founded in 1997, IDEA is located in a state-of-the-art educational facility in the historic Deanwood community. In addition to rigorous core academics, IDEA offers the Academy of Construction and Design to teach skilled trades, early childhood education classes, US Army Junior ROTC, green initiatives, and interscholastic sports. Exceptional staff are the key to unlocking the potential of every IDEA student.

*IDEA is a great fit for individuals who:*

- Enjoy developing strong, individual relationships in a small high school environment
- Appreciate the opportunity to collaborate and grow with the support of a cadre of leaders
- Seek exceptional compensation and benefits within the DC charter sector

*As development architect, you will:*

- Believe that all students are capable of achieving their dreams and support them in the pursuit of those dreams
- Support the principal and core leadership team in achieving goals and priorities
- Craft a strategic fundraising plan
- Assist in facilitation of development committee meetings
- Research and write grant proposals, coordinate compliance with grant requirements, and write grant reports
- Support solicitation, cultivation, and retention of donors
- Conduct donor research
- Support special event planning and implementation
- Write persuasive copy tailored to target audiences' interests
- Collaborate with teachers and staff to support fundraising and special projects
- Maintain donor and funder database
- Keep apprised of fundraising tools and regulations
- Collaborate with staff and board members responsible for budgeting and financial accounting and reporting

### Qualifications

- Bachelor's degree required, master's degree preferred
- Minimum of three years of experience in development in a nonprofit environment
- Experience in education, particularly in public charter schools
- Demonstrated experience in strategic planning

### Compensation

Commensurate with experience. IDEA provides exceptional healthcare and retirement benefits.

### Learn More and Apply

Learn more about IDEA via our [webpage](#), [Facebook](#), [Twitter](#) or [Instagram](#). To apply send a resume and cover letter to [jobs@ideapcs.org](mailto:jobs@ideapcs.org) with the role you are seeking in the subject line.