



Pittsburgh
Public Schools

EXCELLENCE
FOR ALL

The Pathway to the Promise.™

Pittsburgh Public Schools

**We Dream Big.
We Work Hard.
We Promise.**

**Development Director
Development Office
1 Position Available – 2 Year Contract**

Development Director

Development Office – 2 Year Contract

Reports to:	Chief of Staff & External Affairs
FLSA Status:	Exempt
Residency:	City of Pittsburgh Residency Required
Contracted Position:	Two (2) Year Contract
Grade:	Executive Staff (Level Commensurate with Experience \$84,938 - \$101,908)

Job Goal:

The primary role of the Development Director is to pursue and successfully secure a combination of private and public sector funding opportunities that support the plan for *Empowering Effective Teachers (EET)*¹, a seven-year \$85+ million effort to fundamentally improve the way that Pittsburgh Public Schools (PPS) teachers are recruited, hired, trained, supported, evaluated, compensated, and tenured.

With strong collaboration with the District's Private and Public Sector Coordinators in the Development Office, the Development Director will be responsible for organizing and maintaining a portfolio of funding opportunities that align with the EET work, and developing a plan of action that ensures that the District is identifying and pursuing these opportunities in a timely way that aligns with the sequencing and funding needs of the EET plan. The Development Director will also be responsible for ensuring that there is alignment among the various EET grants as well as alignment between the EET grants and other District grants and initiatives that are relevant to the EET work. This will require complete familiarity with the EET grant that District already has been awarded from the Bill & Melinda Gates Foundation (BMGF) as well as close collaboration with the Office of Teacher Effectiveness in terms of maintaining a current understanding of the implementation progress, timeline, sequencing and budget for EET.

Paramount to success in this position is the ability to quickly synthesize large quantities of information to produce high-quality written documents including proposals, letters, grant budgets, presentations, and reports customized to each opportunity. In addition to collaboratively identifying opportunities the Development Director will manage the portfolio of grants, providing oversight of implementation and reporting. The Bill & Melinda Gates Foundation (BMGF), a full partner in the project, has given \$40 million towards the total cost of the EET plan. PPS has committed to funding the remainder through a combination of public and private sector development, and the creation of internal cost savings and restructuring. The Development Director will work in the Development Office and closely with the Superintendent, Chief of Staff, Finance Office, the Coordinators of Private and Public Sector Development, the EET Steering Committee and stakeholders, and the Office of Teacher Effectiveness to fully fund the EET plan and achieve reform of the systems that surround the most fundamental factor in the education of a child – the quality of their teacher. The Development Director must be able to demonstrate superior organizational abilities as well as excellent verbal and written communication skills as well as be prepared to act as a

¹ The *Empowering Effective Teachers* is available online at <http://www.empoweringpittsburghteachers.org/>

knowledge center for funding opportunities, timelines and needs related to *Empowering Effective Teachers*.

Additional attributes that will contribute to success in this role include:

- A commitment to high performance and teamwork and a strong work ethic;
- Understanding of the *Empowering Effective Teachers* plan, its importance, context and potential;
- The ability and willingness to support and articulate the organizational mission;
- The discipline and integrity to work with confidential information regarding gifts, donors, internal budgets and personnel matters.

Qualifications:

Level of knowledge equivalent to that ordinarily acquired through completion of a Master's degree in Business Administration or Bachelor's degree and equivalent experience.

Demonstrated success and evidence of ability to plan and implement a comprehensive fundraising program preferred. At least three years of progressively responsible institutional fundraising experience is preferred. Strong communication skills, including the ability to write and speak persuasively about PPS. Proven experience in development, operations, accounting, prospect research, proposal writing, budgeting and presenting.

Competencies:

Administration and Management – Ability to manage multiple fast-moving work-streams, meet deadlines, quickly change direction to adapt to new circumstances and information and meet the expectations of various internal and external stakeholders. Ability to identify opportunities and elicit information from project managers and key partners to evaluate opportunities, make decisions, achieve outcomes, and manage grants.

Managing Vision and Purpose – Knowledge of the School District's mission and vision; communicates a compelling and inspired vision or sense of core purpose; makes the vision sharable by everyone. Deep knowledge and understanding of the *Empowering Effective Teachers* plan, its context and potential, and related information about the policies and systems that support teacher effectiveness.

Effective Communication and Collaboration – Ability to exhibit effective written and verbal communication skills; ability to communicate in a variety of settings and styles; and get messages across that result in the desired outcomes. Ability to quickly synthesize large quantities of information into written reports, proposals, budgets, and presentations customized to the needs of specific funders and opportunities. Ability to collaborate with colleagues, share information and organize a portfolio of grant opportunities both private and public sector in partnership with the team in the Development Office.

Law and Government – Knowledge of laws, legal codes, court procedures, precedents, government regulations, procedures for working with the Pittsburgh Public Schools Board of Directors and legal department to accept and manage grant awards.

Public Safety and Security – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operation for the protection of people, data, property, and institutions.

Stakeholder Relations - Ability and willingness to interact and communicate effectively with a diverse and broad group of stakeholders; desire to work collaboratively with critical partners including the Pittsburgh Federation of Teachers (PFT), the Bill and Melinda Gates Foundation (BMGF), PPS and Office of Teacher Effectiveness initiative managers and working teams, and others.

Managing Diversity – Effectively collaborates with all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages, and different genders; supports equal and fair treatment and opportunity for all.

Essential Job Functions:

Work closely with the Chief of Staff, Finance Office, Coordinators of Public and Private Sector Development, the EET Steering Committee and stakeholders, and the Office of Teacher Effectiveness to:

1. Collaborate effectively with Private and Public Sector Coordinators in the Development Office in all aspects of work to align EET efforts as an entire portfolio as well as with other District grants and initiatives;
2. Collaboratively identify funding gaps in the plan for *Empowering Effective Teachers* and work with colleagues in the Development Office and others to match these funding gaps to funding opportunities at the local and national level;
3. Provide the planning and materials necessary to meet application deadlines with the highest quality proposals;
4. Support the Superintendent and EET Steering Committee to communicate appropriately with existing and potential funders on the necessary timelines including the production of customized documents;
5. Submit reports and manage the portfolio of existing funders in a way that constantly represents the District in a positive manner;
6. Implement the development plan/strategy and meet annual targets/measures adopted by the PPS, the Pittsburgh Federation of Teachers (PFT) and the Bill & Melinda Gates Foundation (BMGF) in the *Empowering Effective Teachers Plan* per the BMGF grant agreement.
7. Direct, in partnership with colleagues, donor and prospect research for EET initiatives to include local and national individuals, foundations, corporations and governmental funding sources appropriate to the EET work and compatible with other District development efforts.
8. Develop and implement articulate, concise and consistent case for support for all funding requests to individuals, foundations, corporations and governmental sources. Serve as primary writer to corporations/foundations and individuals on EET related efforts.
9. Monitor the progress of funded projects and prepare reports to funding sources regarding status and use of their contributions to the EET project according to grant agreements.
10. Serve as the primary recorder, reporter and writer of EET initiatives in order to meet the grant requirements of the BMGF grant agreement.

Physical Demands: *Empowering Effective Teachers* is complex and significant initiative with significant and fast-moving work-streams. The Development Director will have to manage the challenges of working towards major deadlines in a fast-paced and dynamic environment that requires extensive internal communications and communications among key partners in the EET work. This position requires minimum physical effort and not subjected to Occupational Health and Safety risks. This position is primarily sedentary in nature. Employee will be required to operate computer.

Work Environment:

1. Indoors in busy office;
2. Frequently required to work at fast pace;
3. Requires considerable concentration and creativity;
4. Must be able to work a flexible schedule including evenings and weekends as necessary;
5. Travel within the Pittsburgh region as well as out of state may be necessary in order to meet the needs of funders and grant requirements;
6. Subject to stress caused by a changing environment, tight deadlines, and work load.

ADA: The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

APPLICATION INSTRUCTIONS:

All interested applicants must apply and attach an updated resume via the Pittsburgh Public Schools Application Process by the Posting closing date in order to be considered for a position with the Pittsburgh Public School. Please click on the appropriate link below to apply.

Current PPS Employees, please apply using the link below:

<https://apply.pps.k12.pa.us/internal>

Outside Applicants (External), please apply using the link below:

<https://apply.pps.k12.pa.us/external>

Other Information:

Certain transfers and promotions, pursuant to state legislation, may require an employee or interested applicant to obtain an Act 151 Clearance at a cost of \$10, an Act 34 State Criminal Clearance at a cost of \$10, and an Act 116 FBI Clearance at a cost of \$36 paid for by the interested applicant or employee. Negative reports will be reviewed on a case by case basis and appropriate action will be taken.

The Pittsburgh Public School District is an equal opportunity education institution and will not discriminate the basis of race, color, national origin, gender, sexual orientation, age or

disability in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Pittsburgh School District to make all programs, services, activities and facilities available and to provide reasonable accommodations to persons with disabilities.

For information regarding accommodations, civil rights or grievance procedures, contact Ms. Tonia Suber-Hill, Manager, Employee Relations, 341 S. Bellefield Avenue, Pittsburgh, PA 15213-3516.

More about the Pittsburgh Public Schools and our vision of *Excellence for All*

At PPS, we aspire to be one of America's premier school districts, student-focused, well-managed, and innovative. Our mission - *preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life* – guides our work.

At the Pittsburgh Public Schools and are working hard everyday on behalf of the many children that we are privileged to serve. For the past three years, we have improved student achievement through the deliberate sequencing of strategies, commonly referred to as *Excellence for All*. In July 2009, Pittsburgh Public Schools became the largest school district in Pennsylvania ever to achieve the national standard for improvement: Adequate Yearly Progress (AYP).

But our ambitions are much higher, for we know that today more than ever, education defines life opportunity. The completion of not just high school, but *education beyond high school* is new standard of attainment for every student.

As a community, we have united around this goal to create game-changing conditions to promote success. The launch of *The Pittsburgh Promise* in 2008 is one example. With \$135 million in commitments already made to *The Pittsburgh Promise*, our community has eliminated money as an obstacle to higher education for at least a generation of students in the Pittsburgh Public Schools.

As the next building block in *Excellence for All*, we have developed a plan to support and empower effective teachers. Our planning has been done in collaboration with the leadership of the Pittsburgh Federation of Teachers (PFT). The plan, entitled *Empowering Effective Teachers in the Pittsburgh Public Schools*, is available at www.empowerinpittsburghteachers.com.

This is an exciting time to be a part of a great organization at the forefront of innovation in urban public education. Access to a high quality of education for all children in America is an issue of social justice. We are seeking talented individuals to join this vastly important and rewarding work.