Every school . . . safe, supportive, engaging, and inspiring.

About Center for Supportive Schools (CSS)

The Center for Supportive Schools (CSS, formerly Princeton Center for Leadership Training) advances the efforts of schools across the country to develop all students into leaders who help make their schools *safer, more supportive, engaging, and inspiring.* CSS is driven by the vision that one day, all students will thrive in schools that graduate them prepared for the rigors of college and lives filled with meaningful work, active citizenship, and personal fulfillment. Our work directly addresses *disengagement from school,* a root cause of students dropping out of school and other high-risk behaviors for students in urban, suburban, rural, economically disadvantaged, or more affluent communities.

Since 1979, CSS has partnered with 500 schools and our impact can be seen in the experiences of 425,000 students. CSS partners with schools to help overcome disengagement by *engaging all members of the school community in the relationships and meaningful dialogue necessary to effect substantial and sustainable change in all students' school experiences.* We accomplish this through a thoughtful and collaborative planning, teambuilding, and training process with school leadership and other stakeholders; an intensive train-the-trainer strategy; user-friendly, rigorous, and relevant curricula; on-site technical assistance; fidelity monitoring; and program evaluation. CSS offers a wide variety of solutions, such as:

- *Peer Group Connection (PGC):* an evidence-based, school-based program that supports and eases students' successful transitions into middle and high school by tapping into the power of older students to create a nurturing environment for incoming students.

- *Teen Prevention Education Program (Teen PEP):* an evidence-based, school-based program that utilizes peer-to-peer education to increase responsible decision-making among students around issues of sexual health.

- *Achievement Mentoring (AM):* a school-based prevention and intervention program, developed by Dr. Brenna Bry, that pairs adult school staff with students in one-to-one mentoring relationships proven to reduce problem behaviors, improve academics, and reduce school dropout among at-risk students.

- *Campaign Connect/Community Schools:* a comprehensive, data-driven and relationship-based approach to engaging the school community in coordinated initiatives designed to improve student outcomes.

- *Customized solutions:* CSS also creates customized solutions in response to specific needs of schools. We have designed custom solutions for over 150 public and private schools throughout the United States.

CSS is a fast-paced, collegial, and team-oriented environment where each staff member plays a critical role in changing life trajectories for students and transforming school cultures.

For more information about CSS, visit: www.supportiveschools.org.

Position Description

Title: Director of Development-New York City

General Position Description: The full-time Director of Development-New York City will secure funds to support CSS's strategic initiatives in New York City. The director will focus on fund development working directly with New York City public schools, local New York City-based foundations and corporations, and will support national efforts to secure grants from government agencies, and individuals. The fund development work of the director will focus primarily on Peer Group Connection (PGC) but will also include some development work for Achievement Mentoring.

Detailed Position Responsibilities:

The director will:
- Cultivate and maintain strong, trusting, respectful relationships with a wide range of individuals, schools, and organizations
- Regular outreach to prospective school partners across New York City through a variety of email and in-person outreach strategies
- Host several site visits for New York City stakeholders, in partnership with schools, to see CSS programming in action
- Secure commitments from at least 30 new school partners per year that are well-positioned, both financially and structurally, to implement CSS programs with fidelity
- Research and identify foundation and corporation funding prospects to support CSS's New York City-based efforts
- Collaborate with appropriate CSS staff to evaluate and respond to relevant funding opportunities including writing compelling proposal narratives and developing project budgets
- Conduct the full range of activities required to prepare, submit, and manage grant proposals from inception to application in accordance with proposal guidelines and deadlines
- Manage and steward grants once they are received by the organization including preparing and submitting reports to funders on current grant progress and implementation as required
- Attend and facilitate relevant internal and external meetings, including those outside of New York City as appropriate
- Attend and present at networking and fund development events, including those outside of New York City as needed
- Support Managing Director in other New York City-based efforts as needed
- May be responsible for speaking and writing about all of CSS's offerings and solutions noted above

Candidate Qualifications

Education: Bachelor's degree required

Professional Experiences and Personal Qualities/Skills:

The ideal candidate will demonstrate exceptional abilities to plan, prioritize, organize, balance, and complete multiple complex projects, often with competing deadlines. He/she will be adept at creating excitement and energy around CSS's mission, solutions, and offerings and will demonstrate the ability to encourage others' enthusiasm and support for the organization.

He/she will also demonstrate the following characteristics:
- Excellent listening, writing, and speaking skills

- Grant-writing experience preferred
- Excellent interpersonal skills, including the ability to build relationships internally and externally and to develop and manage effective teams
- Highly effective time-management, goal-setting, problem-solving, and decision-making skills
- Ability to gather, analyze, synthesize, and communicate information from various sources
- Strong public speaking and group facilitation skills
- Demonstrated ability to work independently and collaboratively
- Flexibility, resourcefulness, and willingness to work evenings and weekends when required for successful and timely completion of projects
- Ability to use discretion and judgment in handling confidential and sensitive information
- Knowledge of and enthusiastic commitment to the organization's mission, solutions, and offerings
- Computer skills required, including Microsoft Outlook and Word (2010 preferred)

Preference will be given to applicants with the following qualifications, though this experience is not required:
- Knowledge of New York City public schools and school funding
- Local New York City foundation knowledge and experience
- Experience leading social media, online marketing, email marketing campaigns, and website development and management preferred
- Demonstrated success developing and implementing strategic communications and marketing campaigns
- Experience leveraging video and multimedia work within a strategic communications plan
- Experience handling media relations with an eye for opportunities and risks, as well as the ability to identify the story and generate interest and enthusiasm in others
- Experience with identifying, cultivating, soliciting, and stewarding individual donors

Supervisor: Erin O'Leary, Managing Director, Operations, and Executive Director, NYC

Location: The director will be based in New York City with frequent travel required within New York City and sometimes beyond New York City. Occasional travel to CSS's main office, located in Princeton, New Jersey, will be necessary.

Schedule and Salary: The anticipated starting date for this position is December 2017. Salary is competitive and based upon experience.

To Apply

Interested applicants are requested to *apply immediately* by emailing a cover letter and CV/résumé to resumes@supportiveschools.org. Please include (1) the title of the position in the subject line of your email and (2) where you found the position posting in your cover letter. If possible, please email all documents in PDF format. People of color are strongly encouraged to apply.

Center for Supportive Schools is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its work and staff. CSS's Equal Employment Opportunity and Affirmative Action related policies are available upon request.