

**ORGANIZATION:** Coney Island Prep  
**POSITION:** Chief Development Officer  
**REPORTS TO:** Leslie-Bernard Joseph, Chief Executive Officer  
**LOCATION:** Brooklyn, NY  
**WEBSITE:** [www.coneyislandprep.org](http://www.coneyislandprep.org)  
**TO APPLY:** Please send resume and cover letter to [ConeyIslandPrepCDO@pbrsearch.com](mailto:ConeyIslandPrepCDO@pbrsearch.com).

## **BACKGROUND**

Founded in 2009, Coney Island Prep is a charter school in southern Brooklyn that strives to prepare every scholar to succeed in the college and career of his or her choice. Today, Coney Island Prep has graduated three classes from high school with a 100% college acceptance rate. Three campuses serve over 1,000 scholars in grades K-12; four campuses will 1,650 scholars by 2026. The students who attend Coney Island Prep reflect the diversity of the surrounding area; 22% of them have special needs, 84% qualify for free or reduced-price meals, and they come from families speaking over two dozen languages. Throughout their time at Coney Island Prep, scholars uphold the PRIDE values of Professionalism, Respect, Integrity, Determination, and Excellence.

## **POSITION**

As Coney Island Prep prepares to scale and renovate a new high school building, the organization seeks a Chief Development Officer who embraces and models the organizational pillars of Ownership, Urgency, Humility, Commitment, Data, and Levity. Specifically, the Chief Development Officer will be the thought leader and driver responsible for building upon the existing systems, structures, and donor base in order to increase the annual fundraising goal from \$900K to at least \$1.2M within the first twelve months, and raise a total of \$3.5M over the next three years. Although the growth goals are aggressive, the organization is most interested in the creation of a development operation that results in sustained support over time.

As the leader of the development function, the ideal candidate will be excellent at both frontline fundraising as well as developing strategy and infrastructure. They will have the ability to interpret and synthesize information and use that synthesis to strategically set goals and calibrate priorities. The Chief Development Officer will build trusting relationships with the other senior leadership team members and continue to develop a strong organizational culture. They will be a thought partner for the Chief Executive Officer and the Board, effectively providing information and advice to ensure that their time and effort are being deployed for greatest impact. This role dynamically combines a roll-up-your-sleeves sensibility with strategic thinking. Candidates adept at navigating through growth and change will thrive in this role.

## **RESPONSIBILITIES**

- Develop, lead, and execute Coney Island Prep's development strategy; establish and track progress towards fundraising goals across all revenue streams (individuals, foundations, corporations, events and board members) to ensure the organization's long-term financial flexibility and sustainability; lead and build a best-in-class team to achieve those goals.
- Manage a portfolio of top prospects and donors; cultivate, solicit, and close major gifts.
- Partner with the Chief Executive Officer and board to identify, cultivate, solicit, and steward current and potential donors; serve as a frontline fundraiser as well as support others in making the ask, ensuring that leaders are appropriately engaged in development activities and that their time is respected and leveraged for maximum results.

- Working closely with the Chief Executive Officer and existing board, attract new board members who will actively assist Coney Island Prep in achieving its strategic, programmatic, and financial goals over the next three to five years.
- Be an inspiring and motivating leader for the development team, ensuring team members are involved in setting clear, ambitious goals and have the tools and support to meet them; foster a culture of feedback, collaboration, and excellence aligned with the mission and values of Coney Island Prep.
- Develop a plan to add new staff as appropriate as the annual fund and donor pool grow.
- Manage and collaborate with one direct report to ensure effective and high-quality branding and promotional materials, including proposals, grant applications, marketing and solicitation materials, correspondence, and reports. Mentor and develop team members' strengths while also identifying opportunities for growth.
- Work closely with the Chief Financial Officer to accurately account for all philanthropic revenue and ensure a high level of data integrity.
- Maintain and improve development operations and systems in order to rigorously analyze donor habits and behaviors.
- Use data strategically to inform decisions and ensure that resources are deployed to have maximum impact.
- Serve as the fundraising expert and thought leader on the senior leadership team, providing the development perspective across the various teams.
- Become an engaged and knowledgeable member of the Coney Island Prep community to facilitate relationship-building and increase awareness of present and future priorities.

#### **QUALIFICATIONS**

- At least five years of progressively responsible fundraising experience, in a school or non-profit setting
- Sophisticated personal presence, superior interpersonal skills, and a high level of self-awareness, with a proven ability to successfully engage with a variety of audiences in a culturally conscious manner, and develop productive working relationships with stakeholders across Coney Island Prep
- Proven success as a frontline fundraiser cultivating, soliciting, closing, and stewarding major gifts
- A creative, entrepreneurial, and strategic mindset with the skills and experiences necessary to build upon existing systems and create new ones as needed in order to broaden and improve the development function
- The ability to engage in long-range, data-driven planning within a fast-paced, dynamic environment
- Excellent written and verbal communication skills
- A passion for and commitment to the Coney Island Prep mission and six pillars: Ownership, Urgency, Humility, Commitment, Data, and Levity
- Bachelor's degree required

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