



President and CEO Position Description

RUSSELL BYERS CHARTER SCHOOL (RBCS) FOUNDING STORY: *Philadelphia Daily News* columnist Russell Byers wrote frequently and passionately about how to improve the city of Philadelphia and was most passionate when writing about public education. He thrived on the excitement of city life and believed that a solid education has the power to change the life of a child... thereby changing the world. Russell died on December 4, 1999, when he was murdered during an attempted robbery. As a tribute to his life, the columnist's family—Laurada Byers, his widow; his daughter, Alison Byers; and his son Russell Byers, Jr. founded a charter school that honors Russell's lifelong commitment to civic responsibility, community service and academic excellence. With tremendous community support, the Russell Byers Charter School opened its doors in the diverse Spring Garden neighborhood of Philadelphia on September 11, 2001 to 120 students in grades 4K-2nd. In 2024 RBCS will be entering its 24th year with over 725 students in grades 4K through 8th and in its beautiful, safe and well-equipped facility at 1911 Arch Street.

THE BYERSCHOOL FOUNDATION (FOUNDATION): The Byerschool Foundation is a registered 501(c)(3) nonprofit created in 2001 to help carry out the mission of RBCS. The Foundation raises and manages funds for RBCS students which supports the school's innovative learning model. Through the generous gifts of donors, the Foundation supports RBCS' in-school needs like music and art classes and up-to-date technology; after-school and summer enrichment programs. The Foundation support also extends to RBCS graduates, providing them with opportunities such as high school scholarships, high school and college prep classes, alumni networking events, college visits, and other activities. Additionally, the Foundation dispenses scholarships to qualifying 8th graders to attend the high schools of their choice with support sustained throughout their high school careers.

THE PRESIDENT AND CEO (CEO) POSITION: The full-time CEO oversees all operations of the Byerschool Foundation and is the prime fundraiser for the Foundation. This position has as its critical role developing and implementing strategies for the Foundation institutional giving goals for individual, foundation, corporate, and government support of RBCS. The position allows for remote working.

MAJOR RESPONSIBILITIES & DUTIES:

Fundraising

- Identify, research, and develop new corporate, foundation, and government (Institutional) funders while nurturing current Institutional funders of RBCS.

- Steward current individual donors with the goal of increasing giving and develop a plan to increase individual donor base.
- Working collaboratively with Foundation and RBCS staffs develop restricted programmatic and project proposals as well as unrestricted revenue proposals for institutional and individual funders.
- Insure the Educational Improvement Tax Credit (EITC) eligibility status of the Foundation/RBCS and portfolio, and nurture/grow EITC support.
- Chair a Development Committee comprised of individuals from the RBCS staff, RBCS Board, and the Foundation Board. The Committee creates and supports the annual fundraising plan.

Operations

- Oversee and collaborate with two part time staff members (Director of Operations and Special Projects Director who among other tasks: 1) Create Foundation communications including to funders, 2) Handle data processing and Foundation payments, and 3) Ensure complete and accurate RE records of institutional funders, including contacts, recognition requirements, grant guidelines, proposals, and reports.
- Create Foundation budgets and auxiliary materials for review and approval by the Foundation Board.
- Serve as the primary contact for RBCS staff for analyzing funder requirements and deadlines, as well as coordinating school events that support Foundations efforts.
- Organizes quarterly board meetings, preparing all financial documents including fundraising and operating budget reports to be reviewed. This position reports to the Chair of the Foundation Board.
- Attend RBCS Board meetings.

QUALIFICATIONS: The ideal candidate will be a creative fundraiser, specifically focused on increasing support from individuals, corporate donors and foundations. The candidate should be an experienced grant writer, display exceptional project management and relationshipbuilding skills, think strategically, and have a keen eye for details.

- 5 years' experience in a major fundraising role and familiarity with nonprofit organizations and their practices.
- Experience working in an educational environment, e.g. teaching, fundraising, managing, is a plus.
- Excellent and persuasive skills with the ability to articulate clear and concise concepts in writings and verbal communications with diverse audiences.
- Exceptional interpersonal and relationship-building skills including with Foundation staff which report to the position.
- Ability to work independently, setting priorities and ensuring deadlines are met.
- Ability to work collaboratively with 1) board members/staff of the Foundation and RBCS.
- Exceptional research and project management skills, and ability to balance multiple, complex projects in a highly deadline-driven environment.
- Understanding of Delaware Valley fundraising landscape and development cycle.

- Flexible and adaptive to effectively manage changing priorities and new opportunities.

Job Status: Full-time. However, based upon an individual's experience and qualifications, the Foundation will consider a part-time role.

Work Location: While a Philadelphia Center City office and facilities for meeting with Foundation staff and Board will be provided to the Foundation CEO, the CEO may elect to a remote work location. However, The CEO will be expected to spend notable time at the RBCS interacting with the RBCS CEO, staff, and students.

Compensation: An annual salary range of \$130,000 to \$170,000 has been established for the position. The salary offered will be based upon an individual's experience, qualifications, and achievements. The Foundation will also offer a competitive benefits package.

To Apply:

Please e-mail a cover letter and resume to **Sandra Horrocks at shorrocks@byerschool.org**. No phone calls, please.