



Major Gifts Officer, Green Dot National

Green Dot Public Schools
Los Angeles, CA

Green Dot Public Schools (“GDPS”) (www.greendot.org) (501(c)3) is one of the leading charter school organizations in the nation, and an important catalyst for education reform, particularly in California and Tennessee where we operate 25 public secondary schools. We are the only charter school operator in the country to lead the wholesale take-over and turn-around of a 3,000-plus student high school and we are now engaged in seven historic turnarounds in partnership with school districts and state agencies. Green Dot currently employs over 1,700 dedicated mission-driven personnel who serve over 15,000 students in communities where the need for excellent public school choices is most urgent.

Green Dot’s mission is to help transform public education so *all* students can graduate prepared for college, leadership, and life. We achieve this mission by running a network of high-performing secondary schools in low-income communities, innovating in the areas of teacher effectiveness, school leader development, student support, and community engagement, and collaborating with school districts to share replicable practices.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

Major Gifts Officer:

The mission of the GDPS National Development Team is to articulate to donors and prospective donors the critical role of private sector philanthropy to the organization and the significant opportunities for voluntary support in the life of the organization. The Major Gifts Officer (“MGO”) will help maximize financial gift support to GDPS California by seeking significant large contributions from High Net Worth Individuals (HNWI), Family Foundations, Corporations, and others that can increase the margin of excellence at its schools. The MGO is committed to offering exceptional fundraising services, knowledge, and counsel to donors, prospective donors, the executive and Board leadership of GDPS. The position requires understanding of the current philanthropic and public relations interests of individuals, family foundations and corporations, and a commitment to developing insight through research, networks, and regular contact with those individuals and organizations. The MGO takes initiative in establishing and implementing a wide range of tailored fundraising strategies and procedures for each individual prospect, and is responsible for integrating the activities of all GDPS schools, departments, senior management, and members of the Board of Directors with the MGO fundraising mission and priorities of the Development Team.



The MGO will serve under the administrative supervision of the GDPS National Vice President of Development, and will work closely with senior leadership and a talented team of grant writers, development officers, and an operations manager, to manage fundraising strategies such as GDPS hosted visits, events/galas, presence and engagements at external events as well as individually tailored proposals and stewardship. The MGO will take a lead in recruiting HNWIs for membership in the ‘National Advisory Cabinet’, National and regional GDPS Boards of Directors, and GDPS Ambassador groups. The MGO is expected to be a team player who takes initiative in supporting the work of all members of the development team in reaching ambitious fund development goals. The MGO will work with a high degree of independence, keeping the Vice President and other leaders informed of the landscape, complementary initiatives and strategies, and any unanticipated issues that may arise, together with potential solutions. The Los Angeles-based MGO will be expected to travel as necessary for the work, and to bring to the position previously established relationships and knowledge base relative to securing corporate, foundation and high-net worth individual gifts.



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Responsibilities and Essential Functions:

- Write and communicate well, clearly and with compelling voice aligned to the organizational mission and brand.
- Create and manage one-on-one meetings with high net worth individual donors and prospective donors.
- Research and analyze the donor landscape, communicate findings regularly, and develop strategies for targeted and differentiated approaches to engaging prospective donors and stewarding them through a ‘moves management’ cycle.
- Support Green Dot departments in vision-planning and departmental communication with a HNWI conversion and stewardship focus.
- Build awareness of GDPS in key private philanthropic circles and at conferences. Present on GDPS frequently to small and large groups, using PowerPoint and/or Keynote if necessary.
- Develop and host friend-raiser and fund-raiser events, with complementary strategies for donor development and conversion.
- Plan, execute and manage donor cultivation and stewardship campaigns, to support the priorities of the organization as they relate to major gifts.
- Design and write pitch and cultivation materials for distribution online and in print - including video narratives, PowerPoint presentations, and printed materials.
- Develop supporting collateral for school tours, the GDPS Ambassador program and the Senior Advisor Roundtable program, including story and data decks, short video film scripts, and printed materials.
- Contribute to publishing and editing a quarterly Development newsletter for current and future donors as well as an internal audience, including the Board of Directors and Senior Management.
- Travel nationally when opportune or necessary, with the ability work some weekends and evenings.



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Qualifications:

- Broad knowledge of the principles and practices of individual donor development and major gift fundraising.
- ‘Major Donor’ experience is essential – ideally 7-10 years. Background in development, high net worth sales, private banking, or strategic public relations is preferred.
- Must be well organized, detail-oriented and have proven experience in all aspects of prospect identification, moves management, and effective solicitation.
- Must be able to prioritize multiple assignments and handle complex tasks in a fast-paced environment.
- Demonstrated proficiency in writing and strong communications skills. In particular, a candidate should have public speaking experience or skills, be able to represent GDPS in a variety of settings and possess exceptional strength in the area of donor relations.
- Ability to understand the needs and interests of major gift donors in order to develop relationships between them and the short and long-term goals and priorities of GDPS.
- Adheres to the highest ethical standards, demonstrates an empathetic disposition and perseverance; uses discretion and good judgment; reflects an optimistic and positive attitude, and conveys sensitivity to needs of the donors.
- Excellent interpersonal skills and a demonstrated record of completing assignments.
- 2-3 years of project management experience and a record of strong and creative problem-solving.



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Qualifications (continued):

- Ability to build strong relationships with various types of people, including senior leaders inside and outside the organization.
- High level of initiative, creativity and energy.
- The ability to work independently and as part of a team, under deadlines, without close supervision; self-direction in the initiation, coordination and completion of tasks, acute attention to detail is essential.
- Knowledge of office, Google docs, and productivity software sufficient to function smoothly in a highly technology-based environment (including but not limited to word processing, spreadsheet, database, email, and Internet applications).
- Ability to analyze and synthesize data and information from multiple sources and develop comprehensive recommendations.
- Strong negotiating and persuasion skills.
- Ability to motivate peers to meet ambitious goals.
- Humility, sense of humor, and rock-solid commitment to Green Dot's mission and the communities we serve; interest in reforming public education.
- The ability to handle problems as they occur, and follow through on all aspects of the position.
- Willingness and ability to travel; ability to work some weekends and evenings.
- Bachelor's degree required, relevant Master's degree preferred.



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Compensation:

Salary range for this position is \$85,000 - \$115,000. We also offer a comprehensive benefits plan and 401K, as well as the opportunity to impact a growing, mission-driven organization that is committed to the success of students in California and beyond.

Interested Persons Contact:

Jonathan K. Ball
Managing Associate
Carney, Sandoe & Associates
617-933-3450 (dir)
jball@carneysandoe.com

All inquiries and nominations are kept confidential.

Green Dot Public Schools strives for a balanced, productive workforce, which is diverse in terms of age, gender, and cultural identity. Green Dot Public Schools does not base hiring or promotional decisions on factors other than performance and professional growth potential.



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