

# HARLEM VILLAGE ACADEMIES

**ORGANIZATION:** Harlem Village Academies  
**POSITION:** Director, Individual Giving  
**REPORTS TO:** Matt Scott, Chief of Staff  
**LOCATION:** New York City (First Avenue and 121<sup>st</sup> Street)  
**WEBSITE:** [www.harlemvillageacademies.org](http://www.harlemvillageacademies.org)  
**CONTACT:** [resumes@harlemvillage.org](mailto:resumes@harlemvillage.org)

## THE OPPORTUNITY

With its proven, replicable education model, Harlem Village Academies is poised for growth. In addition to building Harlem's first high-performing public high school, the organization plans to scale up to a system of schools at a pace that ensures continued excellent educational quality. In order to prepare for that growth, Harlem Village Academies seeks a sophisticated, passionate Director, Individual Giving to expand the organization's individual giving efforts. The Director, Individual Giving will manage an existing portfolio of donors with capacity to give 25k and above. In addition, s/he will leverage existing relationships with high-net-worth individuals to develop new relationships and expand the portfolio. Finally, s/he will have a significant role in the organization's highly successful annual event, using it as an opportunity to further build the individual giving program. S/he will be supported by a full team of marketing, operational, and event staff. This is an extraordinary opportunity for an entrepreneurial professional to develop their skills and to grow with the organization.

## THE ORGANIZATION

Harlem Village Academies is widely recognized as a national leader in the education reform movement. Its growing network of public charter schools is transforming the lives of children in Harlem by providing them with an excellent education. Led by a team of passionate social entrepreneurs, Harlem Village Academies has developed and effectively executed on a clear, focused strategy: hire talented and passionate teachers, provide them with autonomy and extensive professional support, and hold them accountable for results. HVA sets high standards for students' academic performance and personal conduct; intervenes with love and rigor when a child is off-track; and engenders in students a love of learning, a spirit of community, and dedication to academic and behavioral excellence.

The results have been extraordinary, and Harlem Village Academies has achieved national prominence as one of the highest performing urban schools in the country. Students enter the academies several years below grade-level, many with a history of poor behavior. Yet after a few years with the school they make remarkable gains.

- **100%** of eighth graders passed the NYS Science and Social Studies Tests.
- **100%** of eighth graders passed the NYS Math Test, ranking Harlem Village Academy **#1** of all open-enrollment public schools in New York State.
- HVA schools were the highest scoring in Harlem on the New York State ELA test.
- **100%** of high school students passed the Integrated Algebra and US History Regents exam.

## **RESPONSIBILITIES**

The core responsibility of the Director, Individual Giving is to manage and expand a portfolio of major gift donors. To this end, the Director, Individual Giving will:

- Cultivate an existing portfolio of individual donors
- Leverage relationships with current major donors to expand the portfolio
- Capitalize on the organization's highly successful annual event
- Manage a Development Associate responsible for all basic infrastructure including invoicing, acknowledgement letters, and the development database

## **QUALIFICATIONS**

The ideal candidate will be a highly intelligent, driven individual with warm character and exceptional integrity. He or she must be a genuinely kind individual who thrives as part of a highly motivated, committed team, and who has a passion for communicating our mission to supporters. Other qualifications:

- Bachelor's degree
- Three to five years of professional experience; at least three years in fundraising
- Demonstrable track record of closing on gifts of at least \$5k
- Excellent oral and written communication skills, with an ability to communicate to various constituencies and work effectively with a variety of staff at all levels within the organization
- Proactive, entrepreneurial style with the ability to take initiative, recognize opportunities, and develop and implement focused plans for executing on those opportunities
- Strong experience developing processes and protocols to ensure effective, efficient, accurate data management, donor follow-up and financial reporting.
- Excellent organizational, project management and time management skills
- Self-motivated, resourceful, and detail- and deadline-oriented
- Highly organized with the ability to manage multiple projects simultaneously
- Strong team player, with willingness to be hands-on and do whatever it takes to support the success of Harlem Village Academies

## **ORGANIZATIONAL CULTURE**

All team members are expected to be committed to the mission, vision and values of Harlem Village Academies, have a positive and professional attitude, exhibit a very strong work ethic (including a willingness to work long hours) and possess an inner drive for personal and professional excellence. The ideal candidate will thrive working within an entrepreneurial and results-driven environment.

## **TO APPLY**

Applications should include a thoughtful cover letter describing your interest, qualifications and how you learned of the position. Resumes and cover letters (in PDF format) will be reviewed as received. Please e-mail all applications to [resumes@harlemvillage.org](mailto:resumes@harlemvillage.org) with "HVA – Director, Individual Giving" in the subject line.

*Harlem Village Academies is an equal opportunity employer and welcomes candidates from diverse backgrounds.*