Director of Development

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A Brighter Future for Northern Virginia's Youth

CIS NOVA is a non-profit organization serving Northern Virginia with a singular mission: to empower students to stay in school and succeed in life. By providing vital support, mentorship, and resources, CIS NOVA strives to create a nurturing environment for young learners facing various challenges. The organization partners with local schools, dedicated volunteers, and community organizations to ensure that every child has the opportunity to unlock their potential and build a brighter future.

CIS NOVA's commitment extends beyond academics. They believe in addressing the holistic needs of each student, fostering their social and emotional growth. With a dedicated team and a network of partners, they work diligently to break down barriers and empower students to overcome obstacles, ultimately contributing to the betterment of the entire community. As an independent 501(c)3 that is part of a national network CIS NOVA is “locally focused, nationally active.” CIS NOVA just celebrated ten years as a fully accredited affiliate and has been recognized and invested in by McKenzie Scott and Ballmer Foundation.

Join CIS NOVA in the mission to make a lasting impact on the lives of local students. Together, you can strengthen communities and create a world where every young person has the support they need to thrive. CIS NOVA believes that education is the key to a brighter future, and the organization is dedicated to making that vision a reality for Northern Virginia's youth.
Helping Students Thrive through Educational Support

CIS NOVA believes every child needs and deserves these “Five Basics:"

**One-on-one caring relationship with an adult:** Many children do not have strong relationships with caring adults. CIS NOVA recruits and trains volunteers to be mentors and tutors to young people in need and at risk. These volunteers become someone the children can trust, depend on, and look up to.

**Safe place to learn and grow:** The programs give kids an alternative to risky environments and activities. They also help students catch up with their classmates and maintain confidence and skills.

**Healthy start and healthy future:** Students can’t learn if they have a throbbing toothache, can’t see the blackboard or are hungry. Site coordinators connect young people with a host of services, which might include health and dental care, eyeglasses and even weekly groceries if needed.

**Marketable skill to use upon graduation:** The high school programs focus on helping at-risk students master basic analytical and social skills while developing attitudes and ethics necessary for success in the workplace.

**Chance to give back to peers and the community:** Little makes a young person feel more valued by their communities than when given the chance to give back. Through community service, young people not only obtain valuable leadership skills, but also understand the give/get interconnection between themselves and the greater community.
CIS NOVA seeks a passionate and strategic Director of Development.

CIS NOVA is searching for a Director of Development, an individual deeply committed to enhancing the lives of students and families. In this pivotal role, you will collaborate closely with the Executive Director and the Board of Directors, as an integral part of the leadership team driving CIS NOVA's fundraising and outreach strategy. Your primary focus will be on donor engagement, expanding our support base, and building a robust network of stakeholders.

As the lead fundraiser for CIS NOVA, you will be out in the community, forging relationships with donors, partners, and prospects. Your mission is to elevate our brand recognition and presence, ultimately expanding financial support. You will leverage the expertise of the Executive Director and the Board of Directors to secure major contributions from both individuals and corporations.

Working alongside the leadership team, you will set and achieve annual and long-term fundraising goals, constantly measuring progress to ensure success. CIS NOVA's ambitious expansion plans require significant increases in annual support, with a goal of $500,000 in the first year. Reporting to the CEO you will closely collaborate with the COO, the Board of Directors, and Trustees and recruit and supervise a small support team. You will also be an integral part of developing the organization’s new strategic plan to be developed in 2024. Join them on this transformative journey to shape not only your career but also the futures of countless students and families.
Responsibilities:

The successful candidate will:
• Develop and implement a comprehensive strategy to achieve annual fundraising goals and other key performance indicators (e.g., list growth)
• Identify, cultivate, solicit a portfolio of major donors and corporate supporters, and steward existing donors to ensure their ongoing support
• Conduct in-person meetings and attend events across the organization’s geographic service area to deepen relationships
• Oversee two annual fundraising events by securing sponsorships, selling tickets, managing logistics, and cultivating ongoing relationships with attendees and supporters
• Create opportunities to promote and represent the organization in the community with the goal of increasing support
• Design and implement 2-3 direct response campaigns each year
• Provide support (e.g., research, briefing materials, meeting logistics) to the Executive Director and volunteer leadership in their efforts to increase philanthropic support of CIS NOVA
• Leverage communications and marketing tools to raise the organizational profile and to attract and engage donors, including the website and social media accounts
• Manage staff (1-2 people) who perform fundraising support functions such as social media, e-communications, gift processing and acknowledgment, graphic design, and community engagement events
• Track metrics and provide revenue projection updates
• Support the grant writing efforts managed by the CEO & COO

DRiWaterstone is proud to lead this search.

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Qualifications and Skills:

CIS NOVA is seeking a professional with a proven track record in fundraising or an analogous field. If your unique experience in similar roles prepares you to succeed in this position, we encourage you to share your qualifications in your cover letter.

Experiences we are considering include:
• Bachelor’s degree and seven or more years of experience in fundraising or a similar field
• Personal track record of success in your role(s) with increasing responsibilities
• Experience supporting external stakeholders (e.g., donors, volunteer leadership)
• Ability to create and nurture authentic relationships
• Excellent writing, editing, and proofreading skills
• Strong organizational skills and project management acumen
• Commitment to the mission of CIS NOVA and the students and families served

Due to the expectation that the Director will often conduct meetings outside of the office, a valid driver’s license and regular access to a car are needed. Staff are expected to work from the office or be in the community at least three days each week. Occasional evenings and weekends will be required.
Submit your application at


All first-round interviews for this position will take place via video conference with DRiWaterstone.

DRiWaterstone is a women-founded and led executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on purpose and mission-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.

Location: Hybrid*

*Candidate is expected to be in the office in Arlington, VA or be out in the service area at least 3 days a week.

Compensation:
Salary: $100,000-$120,000 per year. The salary listed is one component of the total compensation package for employees.

Equal-opportunity employer:
Communities in Schools NOVA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and professional development.