



Administration

James S. Hering, Jr.
Principal

Board of Directors

Dr. E. Brooke Baker
Professor - UNM
Board President

Rev. Kelly Brooks
Exec. Pastor - Central UMC
Board Vice-President

Jennifer Ciolek
US Dept of Energy

Jan Secunda
APS
Board Treasurer

Gina Herzog
Nurse

Andrea Montoya
Therapist
CEO - Prism Autism Services

Organizational Mission: With 20 years of experience in the Albuquerque community, the mission of Pathways Academy is to provide a loving, nurturing, and learning environment for children with learning differences and emotional challenges that maximizes each child's opportunities to succeed both academically and socially by utilizing standards-based curriculum that integrates technology through a variety of individualized and differentiated instruction.

Title: Development Director

Supervisor: Executive Director

Job Summary: Reporting to and in collaboration with the Executive Director (ED), the Development Director will spearhead development efforts as Pathways Academy continues to grow. They build relationships with people and organizations, securing philanthropic support that helps to fuel the mission of helping struggling students to thrive. Community awareness of the school is raised, aiding in the recruitment of students. The Development Director will head up organization and implementation of all fundraising campaigns, annual giving, and special events.

Status: Full-time exempt position

Essential Functions:

- Create, maintain and utilize the school development plan in collaboration with the ED.
- Implement activities that increase the number of individuals/organizations that are familiar with and actively support the mission of Pathways Academy.
- Personally develop, solicit and manage a portfolio of major donors, major gift prospects and key community leaders.
- Methodically develop and maintain relationships with each key prospect, community leader, major individual, corporate and foundation donors.
- Maintain useful, organized records to support the orderly process of donor cultivation and solicitation. Ensure that the donor database is adequately maintained and utilized for maximum effectiveness.
- Create, recruit and manage appropriate volunteer groups such as the golf committee, and breakfast table captains.

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505.341.0555

Pathways Academy is a private, non-profit school where every student has a customized educational pathway.

- Develop appropriate marketing and promotional materials and activities to support and broaden the school's recognition in the community.
- Manage the content, editing and production of the newsletter.
- Develop and organize fundraising events for the school.
- With the Executive Director, lead in managing and submitting grant and foundation reports in a timely manner in compliance with granting organizations's requirements.
- Provide additional support to the Board of Directors as requested by the Board President and/or Executive Director.
- Provide regular and annual reports of activities as requested.
- Adhere at all times to professional and organizational policies on confidentiality, ethics and financial processes.
- Other duties as assigned.

Core Competencies:

Mission Ownership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the organization; can demonstrate those values to others; consistently behaves in a manner consistent with the mission, vision, and values.

Written and Verbal Communication: Is able to speak and write articulately and clearly in a variety of communication settings and styles; can get a spoken and written message across that has the desired effect; Adjusts and fine-tunes communication in response to both verbal and non-verbal cues. Clearly articulates message content and projects an appropriate tone.

Integrity and Trust: Is widely trusted; is seen as a direct and honest; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain; responds to situations with constancy and reliability.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable.

Creativity and Innovation: Comes up with new and unique ideas; easily makes connections among previously unrelated notions; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Self Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.

Priority Setting: Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; sets demanding but achievable objectives for self and others; projects focus.

Project Management: Identifies the key objectives and scope of a proposed project and measures and monitors process, progress and results; garners needed resources and project support; develops a realistic and thorough plan for achieving key objectives; provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of people; keeps team members briefed on progress; implements action plan; communicates progress to sponsors; identifies and resolves barriers and problems. Appropriately shares authority and responsibility; creates accountability.

Minimum Qualifications:

Credentials: Undergraduate degree in a related field such as communications, public relations, marketing or business.

Experience/Skills Required:

- Proven fundraiser with success in major gift solicitation and closing.
- Knowledge of development principles and ethics related to development activities.
- Outstanding in written and oral communications. Excellent public speaker.
- Ability to work with a variety of people including board members, volunteers, donors and clients.
- Ability to work independently and monitor own performance objectives.
- Proven ability as a team player in a small staff.
- Knowledge of donor software programs, word processing, email and internet skills.
- A minimum of 2-3 years of proven success in the area of fundraising and development.

Conditions of Employment:

Mix of office & remote work. Some local travel required; valid driver's license and proof of insurance; willing and able to use personal vehicle for local travel on school business. Must pass

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a background check of the employer's choosing and expense. Position requires flexible working hours that may include evening and weekend hours.

Salary Range: \$40,000-\$50,000

To Apply: Candidates may apply by emailing their cover letter, resume and references in PDF format to admissions@pathwaysacademynm.org. No phone calls, please. Upon receipt of your information, we will send you the position results description that goes with the position for your consideration.

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