

Hmong American Peace Academy
Job Description: Director of Development
Final Draft



Hmong American Peace Academy (HAPA) is a K-12 Public Charter School located on the northwest side of Milwaukee, WI authorized to serve scholars from preschool through 12th grade. HAPA provides scholars with rigorous academics, character development, and Hmong cultural values, preparing them to excel in colleges, universities, and careers.

A high-performing and award-winning organization known for academic achievement, HAPA currently serves nearly 1,900 scholars, with a vision to grow to serve over 2,100. The HAPA Foundation raises, manages, and distributes funds and other assets in partnership with HAPA to support its mission and goals.

Position Overview

Beginning its 21st year of operation, HAPA seeks a Director of Development to support its next phase of growth and pursuit of excellence. HAPA's thriving community needs a vibrant Culture of Philanthropy and effective fundraising to fulfill the organization's mission. The Director will be responsible for developing a strategic plan for cultivating, soliciting, and stewarding donors and managing HAPA's communications in the philanthropic community.

The ideal candidate will be a mature, resourceful leader who can build relationships with potential funders and community partners; inspire, develop, organize and oversee various fundraising events, marketing, and communications, and provide strategic leadership for fundraising for HAPA. The Director ensures that staff have the resources they need to effectively serve scholars; thus, fundraising is a critical component of the role.

Reporting Structure

This position reports directly to the Chief Executive Officer.

Key responsibilities include, but are not limited to:

The Director of Development will plan, coordinate, and execute all fundraising activities. This senior leadership role will lead the strategy, planning, and execution of all philanthropic activities and provide measurable objectives for success. The Director also will have the ability to successfully manage relationships with a wide range of stakeholders and have supervisory experience.

Essential Duties and Responsibilities:

- Develop and execute the HAPA Foundation strategic annual fundraising plan and capital campaign goals; create targeted goals, quantifiable outcomes, and timelines.
- In partnership with HAPA's Chief Executive Officer, establish the Foundation's overarching fundraising strategies to annually support our work with scholars, raise capital funds for Phase II growth and identify scholarship opportunities for HAPA scholars and graduates, ensuring the alignment of fundraising to the Foundation's overarching strategies and priorities.
- Lead efforts to secure financial support from individuals, foundations, corporations, and government funding sources.
- Lead and manage grant process including researching new prospects, building a grants pipeline, writing and tracking proposals, and preparing grant reports.
- In partnership with the CEO, establish, manage, and cultivate relationships with potential donors and maintaining ongoing stewardship.

- Create compelling fundraising appeals and other collateral materials to effectively market and communicate HAPA's goals and achievements.
- Engage HAPA and Foundation board members in donor cultivation and appreciation activities.
- Lead and support the implementation of an individual giving strategy including designing various appeal processes, managing donor tracking database including gift entry, and acknowledging gifts and stewarding donors.
- Monitor all donor information; provide and present statistical and qualitative analysis to the CEO and Boards.
- Research funding sources and trends to help position HAPA for major fundraising changes and/or opportunities.
- Effectively lead change initiatives while thoughtfully considering the impact of decisions, and facilitating resolutions that prioritize HAPA's mission and our scholars.
- Oversee marketing and communications efforts led by a Marketing and Communications Manager.
- Other duties as assigned by the CEO.

Profile

- Strategic, forward-thinking leader with an entrepreneurial spirit.
- Action oriented – comfortable with both planning and execution to support HAPA's mission.
- Proven track record of initiating, cultivating, and managing relationships with key constituencies.
- Proven track record of successful fundraising results.
- Established community knowledge of Wisconsin corporations, foundations, community-based organizations, and institutions of higher education.
- Outstanding written and verbal communication skills, with the ability to build, cultivate, and leverage personal and professional networks and relationships, develop and deliver successful presentations, and collaborate and negotiate effectively.
- Supervisory experience and exceptional team and people management skills; deep commitment to and belief in developing others; ability to influence, inspire trust and motivate others positively to achieve objectives, both internally and externally.
- Tech savvy and detail-oriented.
- Self-motivated, big picture thinker, highly organized, determined, dedicated, and disciplined individual.

Preferred Qualifications:

- A minimum of five (5) years of progressively responsible experience, including leadership roles in development.
- Strong leader with vision, high energy and the ability to motivate, lead and inspire the team and donors. Exemplary relationship-building and interpersonal skills.
- Excellent organization, project management and time management skills with attention to detail and follow through.
- Experience and comfort in cultivating and sustaining relationships with key supporters and stakeholders, including the media, elected officials, donors, and prominent community leaders.
- Experienced in strategic planning and execution of development, office management, and relevant technology.
- Bachelor's or Master's degree in a pertinent field preferred (e.g., strategic fundraising, nonprofit management).
- Lastly, and most importantly, the candidate must demonstrate and possess the highest integrity and champion the values, beliefs, and culture of HAPA.

Job Parameters: (Full-time)

- This is a year-round position.
- 17 days of PTO (Paid Time Off) and 8 Paid Holidays.
- Full life, health, dental and vision benefits.
- Eligible to participate in voluntary Short Term Disability and Long Term Disability plans.
- Eligible to participate in 403b retirement plan (within the qualification guidelines).

Non-Discriminatory Policy

HAPA is an equal opportunity employer and does not discriminate on the basis of age, race, color, sex, national and ethnic origin or any other basis prohibited by law when hiring, promoting, establishing wages, or providing benefits.

For more information or interested in applying, please contact:
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