

## Employment Opportunity

### Position Specification

#### Development Director Times<sup>2</sup> Incorporated

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#### The Organization

Times<sup>2</sup> began over 30 years ago as an after-school enrichment program focusing on the lack of minority children pursuing careers in math, science, technology, and engineering. Today, the dream of Times<sup>2</sup> has become far more than an experiment in enrichment learning for Rhode Island elementary and secondary urban students. At present, Times<sup>2</sup> Academy is a nationally accredited, high performing K-12 public charter school in the central city of Providence, Rhode Island, housing 648 students.

The mission of Times<sup>2</sup> Incorporated is to:

*Address the critical state and national need for equitable representation of African American, Hispanic, and Native Americans in careers in mathematics, engineering, and science.*

The non-profit organization supports the academic, programmatic, and financial aspects of Times<sup>2</sup> Academy whose mission is to:

*Develop intellectually curious and capable young people who are selfless contributors to both local and global communities, and who aspire to be ethical and compassionate leaders. Through a rigorous and innovative academic program in math, science, and technology, in combination with the liberal arts, Times<sup>2</sup> Academy affords its diverse student population those experiences, skills, and values that will prepare them for purposeful contribution in higher education and STEM-related fields.*

Times<sup>2</sup> Incorporated seeks to influence school-reform agendas throughout Providence, Rhode Island and improve the quality of learning for students of color and those economically disadvantaged constituencies in grades K-12 in a public charter school environment.

#### The Role

Reporting to the Board of Directors, the Development Director has overall responsibility for the strategic management and implementation of planning, directing, and coordinating of all development programs related to Times<sup>2</sup> Incorporated. In consultation with the Board of Directors, and coordination with the Director of Curriculum and Instruction and the Director of Finance and Operations, the Development Director will lead in designing

Times<sup>2</sup> Incorporated's development focus and goals; program strategy planning, build projects that encompass revenue opportunities, create and coordinate marketing/communications material; act on behalf of the school and corporation as appropriate. S/he must effectively manage relationships with community partners, key stakeholders, and the program's staff to accomplish goals and work collaboratively. It is expected that the Development Director will represent Times<sup>2</sup> Incorporated at key events and cultivate relationships within the education and business arenas that are valuable and help to facilitate the resource needs of the organization.

Specific responsibilities include:

- Create and execute a short-term and long-range development plan in support of Times<sup>2</sup> Incorporated and Times<sup>2</sup> Academy.
- Identify and cultivate prospective donors, funding sources and sponsors related to the priorities of all Times<sup>2</sup> Incorporated programs.
- Develop literature and administrative systems in support of fund-raising, annual campaigns, grants, etc.
- Forecast and evaluate the potential of development programs.
- Effectively advises and collaborates with volunteers, alumni, other staff members and Board members, as appropriate.

### **Candidate Profile**

The successful candidate will have substantive knowledge of development options and associated methods of engagement. S/he will be versed in defining and maintaining administrative systems to initiate, support and expand fund-raising programs. S/he must have a willingness to lead from behind and operate out of the spotlight, allowing other administrators and community leaders to shine by providing guidance and support to their efforts.

It is preferred the candidate have a minimum of five years of program development and management experience in a development-related environment.

*Specific competencies include:*

#### **Building Relationships**

- The ideal candidate will possess excellent written and oral communication skills and convey the goals of the organization in a compelling and articulate manner.
- S/he will have a presence that displays confidence, yet is approachable.
- The candidate will manage a broad and active network within the education and development community and the ability to maintain and forge new relationships.

#### **Setting Strategy**

- The candidate will have a track record of organized and realistic planning, strategic thinking with regard to program design and implementation, and ability to be adaptable and flexible in balancing multiple priorities.

- S/he will exercise sound judgment in assessing the initiatives, tracking systems, fiscal health and capacity of a non-profit organization.

#### Leading Teams

- The successful leader will have relationship and leadership skills to motivate and inspire those inside and outside of the organization.
- S/he must have a willingness to work collaboratively at the intersections with other staff and disciplines to benefit the organization broadly.
- S/he will contribute to a collaborative, creative, inclusive and team-oriented environment.

#### Interpersonal Acumen

- S/he must have the energy, passion and personal drive to take initiative, focus on results and work independently.
- The successful candidate will have tremendous personal and professional integrity that will quickly earn him/her the credibility and respect of the Board of Directors, staff, and community.

#### **Compensation**

To attract an individual with the requisite professional and personal competencies outlined, Times<sup>2</sup> Incorporated is offering a competitive compensation and benefits package.

#### **Resume Submission:**

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By U.S. mail: Jasmin G. Blackmar  
c/o Linda Mousseau  
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