Director of Development

Girls Charter School, Inc. on behalf of Lillie May Carroll Jackson Charter School (LMCJ)

Location: Baltimore, Maryland (Hybrid)

Employment: Full-time, year-round

Reports to: Chief Executive Officer

About LMCJ

Lillie May Carroll Jackson Charter School is Baltimore's only all-girls public middle school, serving girls in grades 5-8. Founded in 2013 in partnership with Roland Park Country School, LMCJ opened its doors in the 2015-16 school year and is named for Lillie May Carroll Jackson, known as the "Mother of Civil Rights" in Maryland. LMCJ provides an experiential, project-based learning environment where scholars are inspired to become active citizens, confident learners, and community leaders.

LMCJ is supported by three related organizations:

- Girls Charter School, Inc. is the 501(c)(3) nonprofit that owns and operates LMCJ within the Baltimore City Public School System.
- Lillie May Carroll Jackson Charter School is a public charter school in the Baltimore City Public School System.
- Paquin Stith Community Development Corporation is a 501(c)(3) nonprofit that owns and supports the school's facility and serves as the home for capital and facility fundraising.

All three organizations exist to support LMCJ's mission and its scholars.

A recent $2.8 million gift toward our building reflects the confidence our supporters have in LMCJ's next chapter. Now in our second decade, we seek a dynamic and strategic Director of Development to secure the philanthropic resources necessary to sustain our education model and expand our impact for girls and families across Baltimore City.

Position Summary

Under the leadership of the Chief Executive Officer, the Director of Development will lead all fundraising and advancement efforts for the organization, including annual giving, major gifts, grants, corporate and foundation relations, donor stewardship, special events, and strategic communications. This individual will work closely with the CEO, Board of Directors and committee members, and key volunteers to deepen relationships with supporters and grow a culture of philanthropy in service of the school's mission. The Director will work alongside part-time marketing and communications support.

LMCJ typically raises $600,000 annually for a school community of roughly 220 scholars. Last year, transformational gifts brought total support to approximately $1 million. This role is designed in two stages.

Year 1: Sustain, organize, and strengthen LMCJ’s development work. The Director will own, organize, and strengthen our current work: managing fundraising events, securing sponsorships, coordinating donor and partner outreach, organizing donor and grant records, creating a year-round development and stewardship calendar, strengthening gift tracking and acknowledgment, supporting the CEO on Board-related development work, and building a realistic pipeline for annual giving, grants, sponsorships, major gifts, and strategic partnerships.

Year 2 and beyond: Grow revenue. With systems in place, the Director will partner with the CEO on major gift solicitations, donor strategy, preparing briefings and proposals, and joining the CEO in donor meetings, while personally managing and soliciting a portfolio of donors. The Director will also work with the CEO to develop and execute institutional grants and sponsorship strategy, build facility and capital support into annual fundraising, and help prepare the organization for a potential future capital campaign, with the goal of growing annual operating support to $1 million by FY2030 while also increasing capital and facility gifts.

This role is for someone who is entrepreneurial, highly organized, and brings relationship skills and solicitation experience. The right person is energized by strengthening and expanding LMCJ's development work through excellent event execution, sponsorship outreach, donor stewardship, partnership-building, and reliable systems.

Measures of Success

In Year 1, success will be measured by reliable systems (a clean and current donor database, consistent acknowledgment, a working development calendar, well-executed events) and by sustaining annual operating support at or above $600,000. Beginning in Year 2, success will be measured primarily by revenue growth and major gifts secured.

Key Responsibilities

Fundraising Strategy & Leadership

- Design and implement a multi-year development strategy aligned with school priorities and growth goals.
- Establish annual fundraising plans, key performance indicators (KPIs), revenue targets, and measurable benchmarks.
- Identify, cultivate, solicit, and steward individual donors, foundations, corporations, and community partners.
- Build and manage a major gifts pipeline, partnering with the CEO on top-level solicitations and personally soliciting an assigned portfolio of donors.
- Build facility and capital support into annual fundraising in coordination with Paquin Stith CDC.

Grants & Institutional Giving

- Research and pursue foundation, corporate, and government grant opportunities.
- Write compelling proposals, reports, and cases for support.
- Ensure compliance with grant reporting requirements and deadlines.

Board & Volunteer Engagement

- Partner with the CEO and Board to strengthen fundraising participation and governance support.
- Prepare development reports, dashboards, and strategy updates for Board meetings.
- Coordinate and support volunteer leadership for campaigns and events.

Events & Community Engagement

- Oversee fundraising events and donor engagement opportunities.

- Attend and participate in networking events, representing the school externally with warmth, professionalism, and enthusiasm.
- Build relationships across Baltimore's philanthropic, civic, and education communities, and cultivate regional and national funding partners.

Systems & Operations

- Develop and manage donor database systems, gift processing, acknowledgments, and reporting.
- Develop stewardship practices that build long-term loyalty and trust.
- Track progress toward goals and use data to refine strategy.

Qualifications

- Bachelor’s degree required, ideally in business, marketing, communications, and/or nonprofit leadership. Advanced degree preferred.
- Five or more years of progressively responsible fundraising experience, preferably in education or nonprofit settings.
- Demonstrated success securing major gifts, grants, and annual giving support.
- Excellent writing, communication, and relationship-building skills.
- Experience partnering with boards, volunteers, and senior leadership.
- Established relationships within Baltimore's philanthropic community and the ability to cultivate regional and national funders.
- Capital campaign or facilities fundraising experience preferred.
- Strong organizational skills with attention to detail and follow-through.
- Passion for educational equity, girls’ leadership, and Baltimore communities.
- Familiarity with donor database/CRM systems.

Personal Qualities

- Mission-driven and student-centered
- Strategic thinker with entrepreneurial energy
- Warm, collaborative, and emotionally intelligent
- Resourceful and resilient
- Able to inspire confidence and generosity in others

Compensation and Benefits

Salary range: $85,000-$110,000, commensurate with experience. Benefits include health/dental/vision insurance, paid time off, and voluntary short-term disability.

Why Join LMCJ?

This is an opportunity to help shape the future of a distinctive Baltimore school dedicated to empowering young women through rigorous academics, leadership development, and character formation. In the spirit of our namesake, LMCJ prepares girls to lead in Baltimore and far beyond it. The Director of Development will build the systems, relationships, and revenue that sustain this work and will play a vital role in ensuring that LMCJ continues to thrive and transform lives for years to come.

To Apply

Please submit a resume and a cover letter describing your interest in the role and your approach to building a development function from an existing foundation of support. Email application materials to: workwithus@lilliemay.org

Application period: Open until filled.

Employment is contingent upon successful completion of required pre-employment requirements, including Baltimore City Public Schools background screening and fingerprint clearance, verification of employment eligibility, and required LMCJ and district onboarding documentation. Lillie May Carroll Jackson Charter School is committed to an inclusive workplace and provides equal employment opportunities consistent with applicable law.