

A Call for Resumes
for a
Capital Campaign Manager

Hayward Public Montessori School

formerly known as
Golden Oak Montessori School and Silver Oak High School

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Hayward Public Montessori School Vision

None of us is free until all of us are free; all oppression is linked.

Almost eighty years ago Dr. Maria Montessori had this deep understanding and called this freedom "universal liberation." In 1946, she wrote that *"Either education contributes to a movement of universal liberation by showing the way to defend and raise humanity or it becomes like one of those organs which have shriveled up by not being used during the evolution of the organism."*

Hayward Public Montessori School is a 1st through 12th grade public charter school, located in Hayward, California, that lives Dr. Montessori's mandate. Central to its philosophy is the belief that universal liberation can be achieved and that educational equity for all students contributes to that goal. Our aim is to create a truly inclusive environment where a student's race, ethnicity, or socio-economic status is not a predictor of their outcome. We provide students with a holistic, student-centered experience that embraces and celebrates differences. We pride ourselves on cultural diversity being our strength. We challenge all members of the HPM community (board, administration, teachers, families, and students) to move towards an anti-bias and anti-racist identity, and we empower each individual to act collaboratively towards our common goal.

Working in congruency with this philosophy, the HPM staff is a community of learners and leaders. The School is a workspace that incorporates team management and collaboration. The Staff contribute their expertise on both operational and governing committees. They create the curriculum and design the systems. They determine the future of the School.

Capital Campaign Manager Job Description

Silver Oak High School and Golden Oak Montessori School of Hayward, California retained Campbell & Company (C&C) in September 2019 to provide campaign planning and counsel services in preparation for a \$12M capital campaign to build a unified campus by July 2024. This work began as both schools prepared to merge into a single public entity, Hayward Public Montessori (HPM) by July 2021.

The merged school's vision and plan include the following:

To create a single, unified Hayward Public Montessori campus specially designed to support a transformational educational experience and that will allow Hayward Public Montessori to be sustainable for the future; and

To launch a Montessori Lab School program that equips teachers with the tools they need to intentionally integrate holistic education principles into their classrooms—the first of its kind on the West Coast.

Following a comprehensive 9-month planning phase, C&C developed a campaign operating plan to guide HPM's campaign strategy over the next three years. It includes both the framework and tactics

to pursue a major fundraising effort and sets the foundation for continued success with the launch of an integrated annual fund program in 2024.

Campbell & Company recommends a three-year campaign with four phases, including a dedicated advancement phase (July 2020-June 2021), to raise \$12 million in gifts and pledges from individuals, corporations, and foundations. As part of the advancement phase, C&C recommends that the School hires a capital campaign manager.

Position Summary

The capital campaign manager assumes primary responsibility for supporting the leadership team in carrying out a campaign. The campaign manager reports to the Superintendent and works closely with the professional campaign consultants in setting up systems, implementing strategies and managing plans to effectively coordinate campaign responsibilities.

Responsibilities

- Manage daily operations of the campaign in cooperation with the Superintendent.
- Work with Superintendent and campaign counsel to set campaign priorities and activities.
- Carry out fundraising assignments and provide resources as needed.
- Staff the campaign volunteer committees, and work with committee leadership to coordinate activities including minutes, notices, support materials, and follow-up.
- Implement strategies for cultivating and securing gifts from individual donors in all ranges including personal solicitations, major donor events, and direct mail.
- Implement the development and timely submission of campaign proposals to private funding sources and foundations.
- Assist volunteers, board, staff, and committee members to identify individual prospects, including scheduling and basic prospect research.
- Design and distribute campaign reports and records.
- Work with Superintendent and accountant to manage the campaign fundraising budget.
- Coordinate all donor recognition activities, campaign records management, and gift processing.

Minimum Qualifications

- At least three years fund development experience including donor solicitation
- Experience raising money from individuals and private sources
- Experience coordinating and working with volunteers
- Excellent communication skills; budget development and management skills
- Excellent computer skills including knowledge of Access and Excel
- Demonstrated ability to work independently, as well as with a team
- Flexibility and sense of humor a must!

Start Date: April 1, 2021

For the “Advancement Phase” of this campaign, the capital campaign manager position is a part-time consultant position (20 hours per week). Starting July 1, 2021, with the commencement of the “Leadership Phase” of the campaign, the position will become a full-time (40 hours per week) position. The salary range for the full-time position is \$70,000-\$90,000 (dependent upon years of experience).

To apply please submit resume to:

Elaine Blasi

Superintendent/Principal

Silver Oak High School

<mailto:elaine@silveroakmontessori.org>

<http://www.silveroakmontessori.org/>

<http://www.goldenoakmontessori.org/>