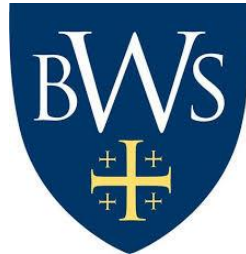




**ASSISTANT DIRECTOR OF DEVELOPMENT
BISHOP JOHN T. WALKER SCHOOL FOR BOYS**

Washington, District of Columbia

[Bishop John T. Walker School for Boys](#)



The Aspen Leadership Group is proud to partner with Bishop John T. Walker School for Boys in the search for an Assistant Director of Development.

The Assistant Director of Development will serve as one of Bishop John T. Walker School's primary front-line fundraisers. The successful candidate will cultivate long-term philanthropic relationships with donor constituents and secure their leadership support primarily for the school's annual operating fund. As a member of a five-person development team, the Assistant Director of Development will participate in and assist with the school's overall development, constituent relations, and communications efforts.

The Bishop John T. Walker School for Boys is a tuition-free Episcopal school for children from traditionally underserved communities. The school nurtures the spiritual, intellectual, social-emotional, artistic, and physical development of its students in a Christian community of learners that welcomes boys of all faiths and beliefs. Working in close partnership with students and families, the school strives to create an environment where each boy is challenged to reach his full academic potential and receives the structured support necessary to develop his unique gifts. The Bishop Walker School seeks to foster a love of learning, intellectual curiosity, spiritual foundation, and moral character that each boy will need as a student and as a citizen. The Bishop John T. Walker School for Boys strives to alter the educational and social trajectory of children from traditionally underserved communities and prepare them for leadership and service in their communities and well beyond.

The Bishop John T. Walker School for Boys was organized in 2006 as the Episcopal Diocese of Washington's response to the serious educational and social challenges facing African American boys in low-income communities east of the Anacostia River. The school—named in honor of the first African American bishop of the diocese—is rooted in the traditions of Episcopal education, a progressive educational approach, and an appreciation for the unique ways in which boys learn.

The Bishop John T. Walker School for Boys formally opened in 2008 with a single class of four-year old children and a small staff consisting of Project Director, James Woody, three classroom teachers and an administrator, the Reverend Kwasi Thornell, who served as chaplain. The school was located in the basement of St. Phillip's Episcopal Church in Anacostia. In 2010, after completing a \$2.8 million renovation of the facility, the school moved to the Church of the Holy Communion at 3640 Martin Luther King, Jr. Avenue, SE in the Congress Heights neighborhood, one of the most underserved neighborhoods in the city. BWS continued to expand its program and add a grade each year until reaching 6th grade. In the fall of 2013, BWS opened a second site to house the third through sixth grades, located at 2683 Douglass Road, SE. With a long-term vision of extending to the 8th grade, BWS determined that until such time, it would be better educationally to simply be an elementary school, and thus end at 5th grade starting in 2019. This has the additional benefit of better aligning with the intake years of schools where BWS plans to send its boys.

In 2012, the board of the Town Hall Education Recreation Arts Campus (THEARC), an award-winning arts, recreation, healthcare, and social services complex, chose the Bishop John T. Walker School for Boys as its preferred partner to provide education to boys on their campus. After several years of planning and building, THEARC's Phase III building opened in January 2018. The BWS campus now occupies the 2nd floor, with both the Holy Communion and Douglas Road sites relocating there over the January 2018 holidays. The first floor is occupied by Children's National Medical Center and the third floor is occupied by Apple Tree Learning Institute. This partnership enables students to enjoy the wide array of resources available at THEARC, including a gymnasium, a state-of-the-art theater, the Boys and Girls Club of Greater Washington, Levine Music, the Phillips Collection, the David Lynch Foundation, the Washington Ballet, and Children's National Medical Center.

At the Bishop Walker School, a learning environment has been created in which every child is safe, nurtured, and known. The program stresses the development of the whole child. It is able to do so through small class sizes and active, hands-on learning opportunities. Support services ensure that boys from underserved neighborhoods are able and ready to learn when they come for class. Programs include three meals a day to provide the nutritional basis necessary for brain and intellectual development. Morning and aftercare ensure students have a safe and enriching environment while their parents work. Health, vision, and dental screenings remove physical barriers to academic achievement. Summer learning opportunities stave off summer learning loss. All of these program support and contribute to the stability of students' families.

Social and moral education is just as important as intellectual education at BWS. As an Episcopal school, it embraces the faith and the varied faith traditions of its students. It also spends a great deal of time talking to students about what it means to be a gentleman. A Bishop Walker School gentleman embodies the character traits of caring, citizenship, fairness, respect, responsibility, and trustworthiness. Through community worship, character education, and community service, students' self-awareness, spirituality, and connection to others are deepened.

REPORTING RELATIONSHIPS

The Assistant Director of Development will report to the Director of Development, David Shepard.

PRINCIPAL OPPORTUNITIES

The Bishop John T. Walker School for Boys, an unincorporated division of the Episcopal Diocese of Washington, seeks a capable and eager front-line fundraiser to grow its pool of donors and fundraising capacity. At this tuition-free school, the Development operation raises close to 85% of the annual operating budget. The Assistant Director of Development will not only help the school achieve its short-term goals through increased revenue, it will enable the school to shape its prospect pool for the next capital campaign. FY20 marks the successful conclusion of a \$6.5 million capital campaign and the tenure of the school's founding director, James Woody. In July 2020, Mike Molina, begins his tenure as Head of School. Mike brings with him an exciting background in civil rights advocacy and independent school education. The start of his tenure presents a unique opportunity to be part of the beginning of a new leadership era and the formation of an expanded vision for the future of school. Starting with a group of close to 400 recent donors in the \$1,000 - \$9,999 range, the Assistant Director of Development will qualify, develop, and actively engage a prospect pool of 150 - 200 capable of making gifts of \$5,000+ annually. At the end of a three-year period, the relationships developed through this position should yield at least \$300,000 in new consistent revenue for the school, and form a solid base from which to launch a future capital campaign.

—David Shepard, Director of Development

PRIMARY RESPONSIBILITIES

The Assistant Director of Development will

- plan and sustain a high level of continuous contact and engagement with a portfolio of 150-200 major gift prospects;
- manage 300-350 substantive “moves” with prospects over the year – these may include scheduling meetings, in person meetings (8-10 per month), substantive phone conversations, and written correspondence;
- qualify for further engagement a strong and under-cultivated pool of close to 400 donors who have given \$1,000 - \$9,999 once in the past three years;
- leverage the school's Annual Dinner, as appropriate, to engage existing and new donors;
- manage assigned donor/prospect information effectively, including complete and prompt recording of all significant activity in The Raiser's Edge® database to facilitate tracking and provide accountability;
- develop, market, and implement a creative and visible scholarship donor program for the school to meaningfully steward and engage major donors;
- identify meaningful volunteer opportunities for donors and prospects – encourage and track their participation;
- strategize and plan appropriate opportunities for the Head of School, key volunteers, and faculty members to participate in donor cultivation, solicitation, and stewardship activities;
- actively engage assigned members of the Development Committee;
- help to recruit, train, and support volunteers engaged in major gift activities;
- attend and participate in meetings of the Development, Capital Campaign, and Annual Dinner Committees; and attend meetings of the Governing Board as needed;

- attend and provide support for school and development specific events including, but not limited to, the Annual Dinner, Evensong, meetings of the Advisory Committee, and other occasional local and regional school-related events;
- help to promote a culture of philanthropy among all of the school's constituents and seek to expand understanding of the important role philanthropy plays at the school;
- actively seek opportunities for professional development (at least one per year, budget dependent); and
- be an active and visible participant in the life of Bishop Walker School.

KEY COLLEAGUES



Michael Molina

Head of School

Michael Molina will join Bishop John T. Walker School for Boys as Head of School effective July 1, 2020.

Mike will succeed Executive Director and President, James Woody, who will retire June 30, 2020, after skillfully leading the BWS community since the beginning of the School.

Mike currently serves as the founding director of the Finney-Greene Program, a wrap-around student support program for boys from underrepresented communities at Gilman School – a pre-Kindergarten through twelfth grade independent day school for boys in Baltimore, Maryland, and he is a sought-after consultant supporting independent schools throughout Maryland in crafting K-12 culturally responsive curriculum. Mike also serves on Gilman's K-12 Academic Council, Enrollment and Admissions teams, and as a member of its Community, Inclusion, and Equity Executive Council, and he has gained a broad spectrum of experience in independent school leadership. With over a decade of experience as an educator, curriculum developer, school innovator in public, charter, and independent sectors, and youth development non-profit leader, Mike has experience in cultivating community partnerships to support programming, building excellent educational programs, creating synergy across stakeholders in youth success, and supporting faculty in their professional excellence.

Mike holds a Juris Doctorate from Yale Law School and a B.A. in English from Xavier University of Louisiana. After law school, he initially applied his J.D. to advocate and build political will for California state-wide investment in youth development, then won a competitive fellowship to design a program of holistic family support for youth from his native New Orleans who were displaced to Atlanta as a result of Hurricane Katrina. Following the launch of a public charter school with a ground-breaking parent engagement model, Mike directed education programs for an organization serving U.N.-designated refugees.



David Shepard
Director of Development

David Shepard joined Bishop Walker School as Director of Development in 2017. He leads a four-person team that partners with the Governing Board and school leadership to raise close to \$3.4 million annually to fund 80% of the school's operating revenue, fund the priorities of *Securing their Future: A Campaign for the Boys of Bishop Walker School*, and further expand the school's donor community through new funding opportunities. During David's tenure, total philanthropic revenue has increased an average of 6% year-over-year, leveraging the great success of the Annual Dinner held at the Washington National Cathedral.

Prior to BWS, David served for twelve years in the Development Office at St. Albans School, ending his tenure as Director of Individual Giving and Campaign Director for *STRIVE: A Campaign for St. Albans*, a \$50 million comprehensive effort. Before *STRIVE*, David ran Annual Giving, successfully leading efforts to raise over \$2 million per year in operating support during St. Albans' \$82.3 million *Centennial Campaign*. In addition, he taught a section of ninth grade history for much of his time at St. Albans and served as an Upper School advisor. Earlier in his career, he held development positions at Georgetown University and taught history at Darlington School. A graduate of Landon School, he holds a B.A. in history from Washington and Lee University and an M.B.A. from The George Washington University. David lives in Washington with his wife, Eleanor, and is a long-time member of Christ Church, Georgetown where he has served on the Vestry.

CANDIDATE QUALIFICATIONS AND QUALITIES

Bishop John T. Walker School for Boys seeks an Assistant Director of Development with

- a commitment to ethical fundraising, collegiality, teamwork, and the mission of the Bishop John T. Walker School for Boys;
- excellent interpersonal and communications skills;
- the personal presence and poise required to instill comfort and confidence among board members, volunteers, school leadership, faculty, and major donors;
- the ability to articulate the school's case for support with passion and persuasion, along with a genuine desire to build lasting relationships with the school's donor community;
- strong motivation, initiative, and the ability to prioritize;
- drive and discipline and the ability to engage effectively with donors, prospects, and volunteers from a variety of backgrounds;
- the ability to work collaboratively and supportively with colleagues and high-level volunteers, including the Bishop John T. Walker School Governing Board, Development Committee, and Annual Dinner Committee members;
- excellent writing skills, including the ability to craft thoughtful personal letters, compelling proposals, and other communications;
- proficiency with G Suite and the Windows computer environment including MS Word and Excel;
- experience with The Raiser's Edge® or comparable fundraising management software; and

- openness to learning software applications and/or acquiring new skills quickly and effectively as needed.

A bachelor's degree is required for this position as is three to five years in development/fundraising and/or significant relevant experience in education or business.

DIVERSITY AND INCLUSION

The Episcopal Diocese of Washington does not discriminate against any current or prospective staff members on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by federal or District of Columbia law. However, as a religious institution the Episcopal Diocese of Washington reserves the right to limit selection of candidates for certain positions to members of the Episcopal Church. In compliance with the Americans with Disabilities Act (ADA), the diocese will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the diocese.

SALARY & BENEFITS

Bishop John T. Walker School for Boys offers a competitive salary and package of benefits.

LOCATION

Bishop T. Walker School for Boys is located in Washington, D.C., east of the Anacostia River, and is one of 14 resident non-profit partners at [THEARC \(Town Hall Education Arts and Recreation Campus\)](#). It was built and is operated by Building Bridges Across the River, a nonprofit 501(c)(3) organization. THEARC was built in 2005 as a \$27 million, 110,000 square foot, state-of-the-art campus located in Washington, DC's Ward 8. In 2018 THEARC expanded and added a 92,000 square foot building on the west side of the campus, where the Bishop Walker School occupies the 30,000 square foot second floor with a private entrance. THEARC campus includes a 365-seat community theater, black box theater, urban farm, regulation-size gymnasium, libraries, computer labs, classrooms, studios for dance, music and visual arts studios, an art gallery, public playgrounds, and more.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Bishop John T. Walker School for Boys.*** Review of applications begin immediately, and will continue until the successful candidate has been selected.

To apply for this position, visit:

[Assistant Director of Development, Bishop John T. Walker School for Boys.](#)

To nominate a candidate, please contact Floyd Akins:

[floydakins@aspensleadershipgroup.com.](mailto:floydakins@aspensleadershipgroup.com)

All inquiries will be held in confidence.