

AMERICAN SPORTS INSTITUTE®

POSITION ANNOUNCEMENT

Position Title: Development Specialist, Half-Time Contractor
Reports to: President/Executive Director
Location: Local telecommute, with limited office time in Mill Valley, CA

The Organization

Based in Marin County, California, and founded in 1985, the American Sports Institute (ASI) is a nonprofit, educational organization whose current mission is to create a unique tuition-free, privately funded school that will serve as a model breakthrough theory of change for transforming America's public-school system. This includes the school being a resource and training center for educators across the country and around the world.

Since its early years, the Institute has been involved in the research, development, and implementation of educational programs that demonstrate the effectiveness of a sport culture and physical activity-based, body-brain integrated learning methodology. Using this methodology, our two major programs have produced exceptionally strong results.

Promoting Achievement in School through Sport (PASS), a daily, yearlong course for middle and high-school students, has been hailed by researchers affiliated with the U.S. Department of Education as "a model for total school reform . . . that addresses the needs of the whole learner." PASS has been presented to 4,000 students in five states, mostly California and Illinois.

For our second major program, we worked exclusively with an under-performing, small K-8 school in Mariposa County, near Yosemite National Park. Our learning methodology was a key factor in the school raising its state test scores 212 points over six years, earning the honor of being named a California Distinguished School by the California Department of Education.

While these results are impressive, we feel the full potential of our sport culture and physical activity-based, body-brain integrated learning methodology has not been realized because of the inherent limitations of and obstacles within the confining structure of the public-school system. Thus, we're creating our own school that will allow us to use our learning methodology without restrictions, and to conduct, publish, and disseminate ongoing, longitudinal studies in association with researchers from universities and institutions here in the United States and internationally.

The full and formal name of our school-in-the-making is The Arete School of Sport Culture and Wellness in the Arts, Humanities, and Sciences, or simply The Arete School. The Arete School represents our transformational model breakthrough theory of change.

Position Summary

The half-time Development Specialist contractor shall conduct fundraising efforts for the American Sports Institute, working closely with the President and development committee. The current funding goal is to raise an estimated \$1.8 million between December 2018 and December 2019.

Priorities include: 1) developing, implementing, and reporting on a work plan for new individual and foundation donors (5%); 2) identifying, cultivating, soliciting, and managing new sources of individual and foundation funding (70%); and 3) producing and managing foundation grant proposals (25%).

Responsibilities

What:

1. In association with the President and development committee chairperson, produce a work plan for new individual and foundation donors.
2. Identify and generate new sources of individual and foundation donors.
3. Secure and manage funding from new sources of individuals and foundations.
4. Any other priorities requested by the President, as possible.

How:

5. Working with the President and development committee chairperson, identify, produce, and organize fundraising materials and resources.
6. Produce and manage meetings with prospective individual donors, and home and office funding receptions.
7. Produce and manage foundation grant proposals, agreements, and reports.
8. Maintain related documents, databases, and files.
9. Communicate, coordinate, and work regularly with the President and development committee chairperson.

Requirements and Qualifications

This position requires a personal and professional commitment to the vision and perspective, mission, and values of the American Sports Institute and The Arete School. In addition, you must be regularly physically active in some way, i.e., walking, jogging, swimming, yoga, cycling, etc., and you must live in the San Francisco Bay Area.

Professional

1. Minimum of a bachelor's degree from a college or university.
2. A minimum of 15 years of effective experience in major-gifts fundraising with individual and foundation donors.
3. Excellent interpersonal and communication skills.
4. Ability to work independently and collaboratively.
5. Excellent organizational and management skills, including the ability to identify and handle specific details while keeping the big picture in mind.
6. Be tech savvy, with excellent knowledge of and expertise in the use of software applications, including Word, Excel, PowerPoint, databases, Adobe, etc.

Personal

1. Trust. Trust. Trust. Trust is paramount.
2. Honesty + Sincerity + Graciousness + Respect + Patience + Humor + Compassion + Fun
3. Promptness. Be early, not late.
4. Self-discipline, follow through, give your best.

The Position

1. This is a half-time, contractual position with flexible hours that begins as soon as possible.
2. Compensation is \$45,000 annually, based on a FTE of \$90K. As a contractual position, there are no benefits or paid sick days, vacation, etc.
3. This is a mainly telecommuting position with some office meetings.

The American Sports Institute is an equal opportunity employment organization.

How to Apply

To apply, please email: 1) your resume; 2) three references with position titles and contact information (we will not contact anyone without your permission); and 3) a cover letter explaining why this position appeals to you and how your qualifications make you a superior candidate to: **info@americansportsinstitute.org**

All applicants will be notified by email within 10 days. Please do not call.

Thank You.