

**Bridges Preparatory School**

**PO Box 120**

**Beaufort, SC 29901**

Bridges Preparatory School (BPS) is searching for a Business Director to oversee all business operational aspects and fundraising of this innovative charter school located in historic Beaufort, South Carolina. BPS is chartered under the State Charter District of South Carolina. *Bridges Preparatory School’s mission is to provide students equal access to a high quality K-12 whole child education that maximizes academic excellence and strength of character in a student-centered learning environment created by faculty of lifelong learners.*

The candidate must be a passionate and driven leader who will assist in continuing the development of this young charter school by embracing the mission of BPS and introducing new ideas, business and fundraising programs, and initiatives to achieve further excellence, growth and impact.

This position will work as a key member of the leadership team with the Head of School as well as report to and work closely with the Board of the Directors to execute long-term strategic growth of the organization. Interested candidates should have proven track record of working with volunteer committees to achieve goals and outcomes. This is a key role that must develop strong internal and external relationships to positively impact the community.

Responsible for the following:

* Work with Board and HOS to develop and refine the strategic goals that will guide and lead BPS, including establishing clear benchmarks and milestones to measure financial progress and performance and align with the Charter goals.
* Serving as an engaging and visionary storyteller of BPS Charter’s achievements and future goals.
* Building awareness and support by engaging with all stakeholders, including school leaders, faculty, staff, parents, the charter community, current and prospective funders and strategic partners.
* Supporting and/or driving fundraising efforts from all stakeholderswhile leading the development and achievement of comprehensive fund development goals.
* Overseeing the fiscal health of the non-profit organization for the effective operation and long-term sustainability.
* Recruiting, developing, managing and retaining high-quality business personnel.
* Ensuring operational integrity including compliance with all applicable laws, regulatory reporting, contractual obligations, and successful charter renewals and obligations.
* Assisting with securing quality and affordable facilities for growth of school.
* Accomplishing work through volunteers and committees to ensure movement to strategic plans, goals and mission of the non-profit charter school.
* Identifying new and innovative opportunities, and prioritizing them within the parameters of available resources, capacity, and potential pay-off (increasing revenue, brand equity, etc.); evaluating current activities and identifying opportunities for strong and consistent alignment with organizational mission and goals.

**Qualifications:**

The BPS Business Director must possess extensive management experience with a record of success executing strategic priorities, creatively tapping a wide range of resources and demonstrating the ability to work with others to increase fundraising capabilities.

**BPS Preferred Qualifications for Business Director:**

* Five to seven years of experience in a leadership role in financial business. Fund development within a non-profit organization experience a plus.
* Bachelor’s Degree from accredited four-year university.
* Successful management experience and track record of managing financial growth within an

organization.

* Capacity for leadership including the ability to effectively assemble and motivate a team of professionals and volunteers to achieve ambitious and measurable results.
* Ability to develop meaningful relationships with diverse stakeholders and the community in which we live and serve
* Track record for developing and securing resources through philanthropy and other funding sources including strategic partners, grants and mobilization of stakeholders.
* Ability and willingness to commit to ensuring high academic achievement for diverse student communities.
* experience in finance, budgeting and reporting to and working with boards;
* relative charter school experience;

**Application must include:**

* Cover Letter, Resume, Names and Contact details of three references

**Application search opens June 15 and closes July 22, 2016.**

Start Date: July / August 2016

Send completed application to:  careers@bridgespreparatoryschool.org

BPS is an equal opportunity employer.