



Director of Development

Department: Advancement
Status: Exempt
Education: Bachelor's Degree or higher
Reports to: Vice President of Advancement

Description:

The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 32 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

The Director of Development position is responsible for fundraising goals with a focus on corporations, grants, organizations and scholarship donors.

Responsibilities include but not limited to:

- Cultivate, solicit and steward a portfolio of annual donors with a focus on corporations and organizations
- Manage assigned portfolio of grant funders and lead application process for requests to private grant funders
- Research and pursue new private grant opportunities
- Build relationships to retain, renew and upgrade current donors
- Identify potential new donors and sponsors through research and networking
- Manage portfolio of donors and sponsors for the Stavros Institute
- Manage scholarship donors and create opportunities for additional engagement with Foundation initiatives beyond scholarships
- Create plan for cultivating and soliciting civic groups and service organizations with a goal of renewing and upgrading annual gifts
- Maintain records of cultivation, solicitation and stewardship in Raiser's Edge
- Provide at minimum a monthly report of updates and activities toward development goals to Vice President of Advancement

Skills/Attributes:

Strong interpersonal skills; skilled in relationship-building; ability to think strategically; excellent written and verbal communication skills; ability to multi-task and manage competing deadlines; ability to work well as part of a team; proficiency in MS Office; corporate fundraising experience a plus; Raiser's Edge proficiency a plus

Experience Required:

5-7 years or more development experience

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Interested applicants may email (development@pinellaseducation.org) cover letter, resume and salary expectations. Please include the words, "Director of Development" in the subject line. No phone calls will be accepted.