



Pinellas Education Foundation

Job Title: Development Manager

Department: Advancement

Reports to: Director of Development

Salary Status: Exempt

About Us: 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 36 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.

Job Description: The Development Manager is responsible for administratively supporting, planning, implementing, and managing the Pinellas Education Foundation fundraising and donor events, with a focus on ensuring the success of all development processes and fundraising activities.

Responsibilities include, but not limited to:

- Lead and coordinate all logistical details for development events including ChangeMakers Breakfast, Evening of Excellence, Walker's Rising Stars, Superintendent's Roundtable, School Supply Drive and other events as needed
- Provide logistical support for other Foundation programmatic events
- Serve as Foundation liaison/support for external events benefiting the Foundation
- Coordinate with Communications department on event related communications and production of event collateral
- Organize event facilities needed and coordinate with Director of Development regarding venue and other vendor contracts
- Work directly with vendors to foster ongoing relationships; solicit in-kind support of goods and services
- Conduct regular review and assessment of event revenue and expenses compared to budget goals, adjusting, as necessary
- Assist with creation of annual events budget
- Monitor and update event timelines, providing needed reminders to colleagues to meet deadlines
- Prepare materials for meetings (calendar invitations, agendas, etc.)
- Manage multiple projects with competing and/or changing timelines
- Manage event attendee lists

- Implement stewardship plan for event donors and identify new opportunities for exceptional donor stewardship
- Coordinate “field trip” donor tour logistics
- Maintain records of cultivation, solicitation and stewardship in Raiser’s Edge
- Research new and creative approaches to fundraising events
- Act as an integral member of the Advancement team who is willing to assist where needed
- Provide a weekly report of updates and activities toward development goals to Director of Development and Vice President of Advancement
- Other duties and responsibilities as assigned

Skills/Attributes:

- Support the mission, vision, and culture of the organization through positive leadership
- Goal-oriented and self-motivated
- Be an active and enthusiastic participant to the Foundation team
- Attentiveness to details in respect to writing, proofreading, managing deadlines, and scheduling workload
- Strong interpersonal, customer service, and organizational skills
- Proficiency in Microsoft Office suite, Raiser’s Edge proficiency a plus
- Must be flexible in working weekend and evening hours
- Work independently and with a team

Education/Experience Required: Bachelor’s degree or higher is required. Nonprofit event fundraising experience a plus.

Physical Demands: This position is hand-on and some physical involvement including lifting/carrying of up to fifty (50) pounds is required; standing, sitting for periods of time. 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. Dependable transportation is critical to the performance results expected from this position.

Work Environment/Schedule: 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. Ability to work occasional night or weekend events or meetings. The normal work schedule is in office Monday – Friday, 8:30 a.m. - 5:00 p.m., however, occasional weekends and evenings may be required.

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notices.

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