



**Job Title:** Assistant Director of Development

**Department:** Advancement

**Reports to:** Senior 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 37 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.

**Description:**

The Assistant Director of Development position is responsible for fundraising goals with a focus on event sponsors, Stavros Institute sponsors and grants. The Assistant Director of Development is an ambassador of and advocate for the Foundation and its mission within the community.

**Responsibilities include, but not limited to:**

- Cultivate, solicit and steward a portfolio of annual donors with a focus on corporations and organizations
- 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
- Supervise and support Development Manager on the execution of Foundation events
- Oversee event fundraising goals and budgets
- Maintain records of cultivation, solicitation and stewardship in Raiser's Edge
- Draft and prepare proposals needed for solicitation and personalized materials needed for the recognition and stewardship of donors
- Manage assigned portfolio of grant funders and lead application process for requests to private grant funders
- Research and pursue new private grant opportunities
- Provide coaching and mentoring to team members
- Provide reports of updates and activities toward development goals to Senior Director of Development
- 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; think strategically
- Be an active and enthusiastic participant to the Foundation team
- Attentiveness to details in respect to writing, proofreading, managing deadlines, and scheduling workload
- Excellent interpersonal, customer service, and organizational skills
- Ability to multi-task and manage competing deadlines
- 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 preferred. 5 years development experience. Equivalent combination of education and experience will be considered.

**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.

- i. Prolonged periods of sitting at a desk and working on a computer.
- ii. Must be able to lift up to 15 pounds at times.
- iii. Standing, walking, carrying, bending, sitting, lifting and driving.

**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. Ability to work occasional night or weekend events or meetings. While performing the duties of this role, the employee regularly works in an office setting.

**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.**

The annual salary for this position is \$55,000 - \$60,000 based on background and experience. The Foundation offers a competitive benefits package to eligible employees and includes PTO, health, dental, vision and life insurance, STD and LTD plans, Flexible and dependent care spending accounts and misc. voluntary benefits.

---

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