



Job Description Director of Development

Reports to: President and CEO

FLSA Classification: Exempt

Employment Status: Full-time (40 hours per week)

Salary Range: \$55,000-65,000

Benefits: BCBSNC Health Plan (85% of monthly cost covered for employee)

Posting Date: February 2023

ABOUT PUBLIC EDUCATION PARTNERS

For more than 35 years, Public Education Partners (PEP) has collaborated with community partners to strengthen public education for the nearly 77,000 students and 6,000 teachers in Greenville County Schools. We are a nonprofit organization, and our mission is to lead our community in acting collectively to support, strengthen, and advance public education and student achievement in Greenville County Schools. Our small but dedicated team executes programming and initiatives that center around three strategic intentions:

- **Elevating Teachers:** *Creating the conditions to position Greenville as an ideal destination for teachers*
- **Empowering Advocates:** *Building a space for education champions to learn, engage, and lift their voices in support of public education*
- **Engaging Communities:** *Connecting people and ideas together to improve educational outcomes and inform cross-sector issues, conversations, and action*

POSITION SUMMARY

Public Education Partners (PEP) seeks an experienced and passionate leader to serve as **Director of Development**. The Director of Development reports to the President & CEO and leads the organization in developing and executing a comprehensive fundraising strategy for its \$1 million+ operating budget. The Director of Development will collaborate with the President and CEO to manage overall development systems and strategy, while focusing primarily on identifying, cultivating, and soliciting high net worth individuals, corporations, and foundations to fund PEP's initiatives.

While direct fundraising experience is preferable, a successful candidate could also have experience motivating individuals to engage with and invest in a cause or product from a background in marketing or sales. The ability to passionately communicate the value of PEP's mission and impact is paramount, and a commitment to values of diversity, equity, and inclusion is essential.

In support of PEP's work, the Director must activate team members and the Board of Directors to be strategic thought partners and participants to advance fundraising goals. The Director of Development will work to enlist new donors at all levels of philanthropic potential with a focus on increasing PEP's unrestricted funding. The Director will ensure that strategies across development, external affairs and special events, and programs are aligned for optimal donor engagement and enhancement of the long-term financial stability and growth of the organization. This position supports program innovation and implementation as needed and assists the PEP Leadership Team in execution of major events with a focus on curating the donor experience.

The Director of Development will celebrate and elevate Public Education Partners' strategic focus areas:

- Elevating Teachers: Creating the conditions to position Greenville as an ideal destination for teachers
- Empowering Advocates: Building a space for education champions to learn, engage, and lift their voices in support of public education
- Engaging Communities: Connecting people and ideas together to improve educational outcomes and inform cross-sector issues, conversations, and action

RESPONSIBILITIES

Fundraising Strategy & Management

- Assist CEO with annual budget generation and multi-year financial sustainability planning
- Develop and lead annual fundraising strategy overseeing annual revenue goal and action plans for giving pathways (corporate, foundation, grant writing, individuals, and special events)
- Design and deploy donor-centered communications and acknowledgement that maximize response rates and giving from individual, corporate, and foundation donors
- Lead grant writing efforts to generate revenue from private and corporate foundations and ensure PEP is in compliance with all grant reporting requirements, with support from a contract grant writer as needed
- Nurture and improve relationships with existing donors motivating them to maintain and increase their level of engagement and contribution
- Lead major gift solicitation maintaining a portfolio of major gift prospects and supporting the CEO with major gift solicitation
- Develop incentives and recognition for donors and volunteers to cultivate improved relationships
- Direct planning and sponsor solicitation for major events (An Extracurricular Evening and Partner of the Year) and collaborate with Strategic Communication Director on event logistics and donor experience
- Research and evaluate prospects for new sources of funding to support programs and operations
- Direct and supervise effective utilization of fundraising software (Blackbaud eTapestry) across the organization and ensure effective data management and reporting to the CEO and Board

Organizational Management

- Foster an inclusive culture of philanthropy throughout the organization to ensure donors remain connected to PEP's mission
- Support the CEO and Board Chair's efforts to recruit new Board Members
- Act as a role model within and outside the organization; speak to audiences regarding PEP's mission, goals, and objectives

Program Innovation

- Activate PEP Leadership Team and collaborative partners (Greenville County Schools, etc.) to engage with and support funding requests from established and prospective funders
- Assist Senior Director of Educational Initiatives and other PEP Leadership Team members on development and implementation of specific initiatives (Make Summer Count program, TeachGCS Night, teacher grants, etc.)
- Participate in community activities to enhance the community's awareness of PEP and its initiatives
- Perform other work-related duties as assigned

QUALIFICATIONS

Essential

- Passionate about public education, educational equity, and PEP's mission, vision, and values
- 5+ years of professional experience with a proven track record of securing major gifts, including multi-year commitments from a variety of funders, or related experience in other fields that demonstrate similar capacities
- Thorough knowledge of current fundraising techniques and trends, including as relevant tax laws pertaining to gifts/donations, and grant writing experience

- Detail-oriented self-starter with a determination to get out of the office to develop and build funding relationships with new and existing donors
- Excellent communication skills, both verbal and written
- Ability to work collaboratively with other PEP staff, Board, and partners
- Commitment to engaging around continuous learning in the arena of diversity, equity, and inclusion, and understanding of and/or curiosity about how these issues impact public education and other public sector issues
- Proficiency in Word, Excel, and PowerPoint; knowledge of Blackbaud ETapestry or other donor management software a plus

Preferred

- Bachelor's Degree
- Certified Fund Raising Executive (CFRE)

General

- Ability to read, analyze, interpret, and communicate legislation, policy reports, education-related data, general education periodicals, and professional journals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and articulate response to questions from groups of teachers, administrators, board members, parents, students, and the public.
- Ability to calculate figures for budgets and grant opportunities. Ability to apply the concepts of basic math.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format. Ability to assimilate requests into a deliverable product.

Work Environment, Physical Demands, and Other Factors

Public Education Partners currently has a hybrid in-office/work-from-home schedule (3 days in office, 2 days work-from-home).

In light of our direct engagement with students, teachers, and the general public, Public Education Partners employees are required to have received all COVID-19 immunizations and boosters recommended by the CDC. As necessary, we also follow recommended masking protocols within our offices in alignment with CDC recommendations, and at the discretion of management.

To perform the essential functions of the job, the employee must be able to see and hear, speak with people with or without accommodations. This position involves extended time working on a computer, handling lengthy phone conversations, and ability to lift at least 35 lbs.

To apply, please send a cover letter and resume to the attention of Catherine Schumacher, President & CEO, at employment@pepgc.org with Subject Line: PEP Director of Development. We will be accepting applications through March 26.