

## Director of Development

### Position description:

The Development Director reports to the Executive Director and has primary responsibility for creating and directing a comprehensive development program with emphasis on solicitation of substantial donations from local businesses, corporations and foundations, as well as outreach programs. This role is focused primarily on fundraising while also being a positive, engaged member and leader within the PEF team.

### Responsibilities include:

- With oversight and assistance from the Executive Director, design and implement development program targeting businesses, corporate donors and planned giving.
- Coordinate annual and long-term fundraising, including supporting the Executive Director, Board, staff and volunteer efforts to identify and solicit gifts and prospects.
- Research, identify and cultivate corporate grant opportunities. Write grants and submit required follow up documentation as required by grant deadlines.
- Develop and implement corporate/commercial giving programs.
- Develop, implement and support structured planned giving outreach program.
- Develop, cultivate, maintain and support non-school donor fundraising.
- Develop, implement and manage Real Estate Honor Roll Program.
- Lead major donor efforts in conjunction with the PEF Trustee Major Donor Committee.
- Maintain complete and accurate documentation and communication of all donor and prospect interactions. Include timely and accurate updates on Raiser's Edge with donor interactions and provide reports to the Executive Director.
- Participate in donor stewardship program, including assisting with thank-you events and plan and implement fundraising mailings.
- Other duties as determined by the Executive Director and/or PEF Board of Trustees.

### Qualifications:

The successful applicant will have had substantial translatable experience in development at a mid-to senior level with another institution or organization; five years minimum. Must have demonstrated ability to solicit and raise funds from various sectors such as individuals, corporations and foundations. Must have strong computer skills. Must have strong written and verbal communication skills. Familiarity with Raiser's Edge fundraising software a plus. The preferred candidate is creative and gregarious and can relate well to all types of people. This person works well with a team and shows initiative by developing and implementing new ideas to the organization.

### Compensation:

This is a full-time exempt position, although schedule can be flexible according to workload (40 hours per week) with approval of the Executive Director. Compensation is commensurate with experience and performance.

Benefits include health insurance, paid vacation, holidays and sick days.