



Title: **Director of Development**

Reports to: President & CEO Work

Location: Landings

POSITION SUMMARY: The Director of Development is a dynamic and multi-tasking fundraising professional who is responsible for securing \$1,000,000-\$1,250,000 annually from corporations and individuals for the Education Foundation of Sarasota County. The Director of Development will be expected to develop dynamic fundraising strategies, in partnership with the President & CEO, focused on engaging, cultivating, soliciting, and stewarding an assigned portfolio of prospects as well as developing new prospects.

The Director of Development will work independently and collaboratively as part of the Development Team. The Director of Development will uphold the mission of the Education Foundation of Sarasota County, which is to enhance the potential of students, promote excellence in teaching and inspire innovation in education, guided by strategic philanthropy.

DUTIES AND RESPONSIBILITIES

- Establish corporate & individual donor giving strategies that focus on engaging existing donors and identifying, qualifying, and engaging new prospects.
- Establish personal relationships with donors, identifying their interests and articulating programmatic aspects of the Education Foundation's work that would appeal to them.
- Leverage individual donor relationships to expand and deepen giving from connected individuals.
- Personally solicit a specific portfolio of 100-125 donors/prospects, with an emphasis on corporate & individual annual gifts, including leadership level and major gifts.
- Work with a portfolio to deepen relationships and encourage Planned Giving opportunities.
- Work with the development team to identify, cultivate, and encourage Major Giving and Planned Giving opportunities.
- Plan and execute introductory or cultivation events for donors and prospects as agreed upon with the Education Foundation's President & CEO.
- Develop strong funding proposals with multiple members of the Education Foundation staff.
- Attend local fundraising events, business meetings, and networking opportunities to establish and develop contacts throughout Sarasota County.
- Track and manage a portfolio to develop and submit weekly update reports and monitor and evaluate results.

- Maintain strong records in the Education Foundation's database, Raiser's Edge.
- Become an expert on the Education Foundation of Sarasota County and Sarasota County Schools, continually finding ways to increase personal knowledge.
- Work with the team on any other duties/activities as assigned.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Bachelor's Degree from an accredited university or college required (Master's or CFRE designation preferred).
- Minimum five years of nonprofit fundraising experience with demonstrated success with capital campaigns.
- Possess broad knowledge of the principles of donor-centered fundraising and the ability to participate in all aspects of the gift cycle.
- Demonstrated track record in individual gift fundraising, including experience closing gifts of \$50,000+.
- Understanding of the principles and vehicles of Planned Giving.
- Experience in corporate fundraising is highly desirable.
- Strong listening skills, strong oral and written communication skills, and sophisticated interpersonal and relationship-building skills.
- Attention to detail, excellent organizational skills, and demonstrated ability to manage multiple priorities with competing deadlines.
- Strong ability to utilize Raiser's Edge and Microsoft Office software.
- Exceptionally motivated, goal-oriented, and a consummate team player.

This is a full-time, exempt, salaried position with benefits. The salary range is \$75,000 - \$84,000.

See the full job description on www.MBJGroup.com. To apply send a cover letter and your resume with salary expectations to Karen@mbjgroup.com position open until filled.