



Job Description

Director, Development

For more than 30 years, the Philadelphia Education Fund (PEF) has been opening pathways to college and career success for Philadelphia students.

Through our College Access Program, Philadelphia Scholars Scholarship Program, Philadelphia Postsecondary Success Program, and the McKinney Center for STEM Education, we provide college advising and college / career exposure for students in low graduation-rate, public high schools, financial support and persistence programming for first-generation college students, professional development for 1,200 teachers annually, and consulting to schools.

The Philadelphia Education Fund seeks a hands on Development Director to support the President and CEO and Board in the design, development and implementation of resource development and fundraising efforts intended to resource PEF's work as a services provider and education thought leader.

This position:

Reports to the President and CEO
Supports the Board Development Committee
Serves on the Executive Leadership Team
Manages the Development Team, including grant writer, database admin, and communications manager.
Hybrid position with required days in the office.

Core Areas of Responsibility

Administration

- Build and manage a high-functioning development department at the Philadelphia Education Fund, including hiring and supervising team members, inclusive of part-time and/or full-time staff; independent contractors; and consultants with limited resources.
- Develop and manage departmental budget.
- Create and develop systems to establish annual fundraising goals, manage reporting, and track progress against goals.
- Serve as primary relationship to PEF's Board Development Committee.
- Help foster a culture of supporting fundraising and development efforts across the organization, including supporting donor cultivation, corporate partnerships, volunteer engagement, program design and grant reporting.

Donor Cultivation and Stewardship

- Serve as lead in the development and design of PEF's corporate engagement strategy and major gifts strategy, with the aim of growing this category of giving to support program administration, seed innovation, funding an operating reserve, and increase the Philadelphia Scholars endowment through a capital campaign.
 - Strategies may include the following:
 - Design, document, and implement a systematic and integrated donor relations program for all categories of donors, including individual, major gifts, corporate, and foundation.
 - Establish and manage information tracking processes regarding acknowledgement, recognition, on-going communications and continued cultivation of past and current donors and members to enhance their relationship with PEF and increase the likelihood of continued contributions.
 - Conduct prospect research to identify prospective donors and corporate partners.
 - Establish and support giving societies and moves management approaches to drive sustained and increased giving.
 - Support capital campaign team efforts to grow scholarship endowment.
 - Draft key campaign correspondence and documents, including annual appeal, sponsorship requests, fundraising communications, stewardship communications, etc.
 - Codify and systematize corporate volunteer opportunities that drive and support donor engagement and PEF's programmatic aims.

Grants and RFP Coordination

- Manage grant writing function, including outsourced and internal grant writing support. Ensure management of the grants calendar, reporting calendar, grant submissions, grant files, and document gathering.
- Support drafting of grants and editing of proposed submissions, including gathering data and impact stories from program delivery team, as needed.
- Partner with CEO and Leadership Team in sourcing RFP and contracting opportunities aligned to PEF's mission and program offerings.

Event Management

- Serve as internal consultant to the entire organization in the design and development of all events, to ensure branding and messaging are fully leveraged.
- Serve as the organization's brand manager.
- Plan and execute all coordination, marketing, and logistics for PEF's monthly speaker series, quarterly author series, and additional events, as needed.
- Serve as team lead in planning and execution of annual gala fundraiser and direct and supervise events team.

Qualifications

- Bachelor's degree is required. Advanced degree, preferred.
- Minimum of seven years of demonstrated successful fundraising experience.
- Must possess and be able to demonstrate exceptional writing and proofreading skills.
- Keen eye for visual design and demonstrated understanding of the role branding, marketing, and messaging play in supporting a nonprofit's fundraising objectives.
- Experienced in Bonterra/Network for Good and Raiser's Edge NXT, **however**, willing to train a strong candidate, so long as demonstrated experience with a comparable fundraising database.
- Proven organizational skills including the ability to manage a team through multiple tasks and projects while simultaneously producing high quality results quickly and on time.
- Candidates that are able to see opportunity where others may see obstacles are preferred.
- Candidates that possess creativity, critical thinking, problem solving, accuracy, and attention to detail are preferred.
- **The ideal candidate will demonstrate a keen interest in the design and development of key solutions to challenges confronting students struggling in K-12 schools.**

Hiring Range: \$90,000 - \$110,000

The hiring range for this role accounts for the many factors that are considered in making compensation decisions including but not limited to skill sets; experience and training; licensure and certifications; and other business and organizational needs.

The Philadelphia Education Fund promotes a culture of inclusion and does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic orientation, age, disability, veteran status, or any other legally protected factor.

To Apply:

Please send a resume and cover letter with desired salary range to

applications@philaedfund.org.

Please indicate "Director of Development" in the subject line of the e-mail.