Job Description | Director of Development

The Education Fund, a nonprofit organization with a 40-year history of helping students succeed, is in search of a highly motivated and experienced Director of Development to join our team. The Director of Development is instrumental in driving our mission forward through their leadership in development and fundraising. The individual hired will have an excellent opportunity for a fantastic transition period working with our current director/VP, who will retire in 2025. The individual hired will then assume full responsibilities.

The Director works with The Education Fund's President, Deputy Director, and Board of Directors to identify potential supporters and develop relationships with corporate, foundation, government, and individual donors who support or have the potential to support public education. The Director is responsible for writing (or, on occasion, hiring someone to write) all fundraising materials required to secure funding, whether a one-page proposal, an online grant application, or some other form of request. The Director also coordinates efforts with The Education Fund's program staff to engage community and corporate support for The Education Fund's programs. Additionally, the Director works with program managers to submit all grant reports and to provide stewardship to donors.

As a senior leader at The Education Fund, the Director will report to the President or Deputy Director. This role carries significant responsibility and authority, as the Director will be instrumental in driving our mission forward through effective development and fundraising strategies.

Responsibilities and Duties will include:

- Write grant applications, proposals, sponsorship sheets, and 'ask' letters (WHILE ONLY ONE BULLET, THIS IS A LARGE PORTION OF OUR WORK TO RAISE FUNDS)
- Ensure all grant and proposal deadlines are met
- Make calls and secure meetings to request funds/or be allowed to apply for a grant
- Track proposals, potential grant applications, donors and prospects
- Do follow-up to ensure donors' needs are met (stewardship), etc.
- Work with program managers to write reports on grants and donations, ensuring all reports are submitted on time
- Ensure continued participation from current supporters by developing and implementing donor communications and/or recognition
- Prepare an annual fundraising plan
- Pursue new grants and sponsorships from individuals, corporations, and foundation sources
- Perform other duties as assigned by the President/Deputy Director, including standing in the President's stead if/when asked
- Of note: The Director of Development position requires significant corporate and foundation grant proposal writing. Contracted grant writers may be used in certain situations, and funding is available for additional grant writing support. However, the person hired must be able and willing to write many corporate and other grant proposals.

Preferred Qualifications:

- A successful candidate will ideally have a Bachelor's degree from an accredited institution, with a Master's degree and/or CFRE a plus.
- A minimum of five (5) years of experience and/or training in fundraising, grant writing, or persuasive writing is required. However, it is preferred that candidates have 10 to 15 years of experience.
- Ability to write clearly and persuasively and to produce written pieces by deadlines
- Excellent oral and interpersonal communication skills
- Evidence of strong organizational skills and ability to handle multiple tasks/priorities
- Ability to pay attention to details (such as character counts in grant applications) while also having a good understanding of the big picture
- High energy and a willingness to do what it takes to meet deadlines and get the tasks completed
- Computer skills (Word, Excel, Etc.) as required for the position, including completing online grant applications and using AI tools as appropriate and approved by The Education Fund
- Willingness to follow the President/Deputy Director's direction, as well as the sense to use what works and create new methods where needed
- Integrity is a must, and a good sense of humor is always helpful
- Ability to influence and motivate potential and current donors
- Able to (and even enjoy) asking for financial support for the organization's mission
- Fundraising experience with an absolute minimum of $500K raised in a single year. However, it is preferred that candidates have raised between $1.5M and $3M or more in a single year.
- Knowledge of Miami-Dade County Public Schools is preferred, and a belief in the power of public education is required
- Awareness of the Miami philanthropic and business communities
- Ability to work independently and as part of a diverse team
- Vehicle required to travel to our main office, events, etc.
- Ability to attend occasional evening and weekend events

This is a full-time position. Compensation is based on experience and includes health insurance, retirement, and vacation/sick leave benefits. The Education Fund is an Equal Opportunity, Affirmative Action employer and a drug-free workplace.

Please submit your resume, cover letter, and salary history to HR@educationfund.org.

For more information about The Education Fund, visit www.educationfund.org.