

Foundations in Education Assistant Director of Development

Assistant Director of Development – Foundations in Education, Inc. – Bridgeport, CT

Foundations in Education seeks an **Assistant Director of Development** responsible for managing a comprehensive development program including annual giving, major gifts, grants, events, donor cultivation and stewardship.

Overview: *Foundations in Education, Inc.* is a Connecticut not-for-profit organization committed to strengthen and transform the mission of Catholic education in the Diocese of Bridgeport by supporting innovation, fostering opportunities for the professional development of school leaders and providing scholarship assistance to families in need. Foundations in Education is responsible for raising, contributing to, overseeing, and administering funds, and endowments for the benefit of Catholic educational and scholarship programs and special initiatives throughout Fairfield County, Connecticut. The Foundation will also support programs that foster academic innovation and the ongoing training and support of educational leadership through grant opportunities for the Diocese of Bridgeport Catholic school teachers and administrators throughout Fairfield County.

OVERALL RESPONSIBILITY:

The Assistant Director of Development is responsible for managing and growing the development program for Foundations in Education. Reporting to the Executive Director, the Assistant Director will staff the Development Committee of the Board and play a critical role in implementing the Foundations' development strategy. With responsibility of fundraising for Foundations in Education, the Assistant Director will develop solicitation, acknowledgement and stewardship materials; research, write, solicit and track corporate and foundation grants, plan fundraising and stewardship events and engage the Board Development Committee and full Board in fundraising activity.

The Assistant Director will be responsible for planning and implementing events, including the Annual Gala, which on average raises \$1,000,000. The successful candidate will be responsible for proper recording of gifts and timely acknowledgement. Additional responsibilities include creating communications and marketing related to all fundraising initiatives including annual gifts, major gifts and legacy giving, as well as donor cultivation and stewardship.

Responsibilities include:

- Driving and executing the fundraising initiative for Foundations in Education to achieve annual revenue goals.
- Staffing the Development Committee, Gala Committee and other committees as assigned.
- Assist in planning and executing a comprehensive development program including annual giving, major gifts, planned giving, fundraising, cultivation and stewardship events, and grants.
- Planning and implementing an annual gala.
- Coordinating the marketing and communications related to Foundations in Education fundraising initiatives, working closely with Associate Director of Scholarships and Grants.
- Collaborate on other Foundations in Education initiatives as needed.

- Willing to work evenings and weekends as needed.

The ideal candidate will have a bachelor's degree and minimum 3 to 5 years experience in development with a proven track record of success, excellent communication, organizational and interpersonal skills. The successful candidate must be a self-motivated strategic thinker, detail-oriented, persistent, intuitive, a creative problem-solver, a team player, good humored and enjoy interacting with donors, trustees, as well as other key administrators and stakeholders. The successful candidate should be comfortable with an entrepreneurial "start-up" organization and a fast paced environment. A strong knowledge of fundraising management is required and educational experience preferred. Proficiency in Raiser's Edge and MS Office. CFRE designation preferred. Salary Range: \$56,000 to \$70,000 commensurate with experience.

To learn more, visit www.foundationsineducation.org

For immediate consideration, send your resume, salary requirements and cover letter to hr@foundationsineducation.org