

Foundations in Education, Inc

POSITION: Senior Director of Philanthropy

REPORTS TO: Executive Director

STATUS: Exempt HOURS: 8:30 – 4:30, Monday-Friday, with evenings and weekends as required

JOB SUMMARY*

The Senior Director of Philanthropy (SDOP) fosters a culture of philanthropy within the organization. The SDOP plans, coordinates and assures implementation of strategies to develop donors and contributions to support Foundations in Education and Catholic education in the Diocese of Bridgeport. He/She assures that the organization's culture, systems and procedures support fund development and leads staff, volunteers and partner schools to institutionalize philanthropy. The SDOP is responsible for the comprehensive planning, implementation, management and oversight of all fundraising, and donor communications activities to assure a dynamic and integrated program. He/She works collaboratively and maintains clear and regular communications with the executive director, staff, volunteer leadership, community partners and donors.

ESSENTIAL FUNCTIONS:

- Implements development/communications program.
- Plans, executes and facilitates fundraising and communications strategies.
- Directs the writing of funding proposals, appeals, special event materials, etc.
- Oversees stewardship and timely acknowledgment of gift and donor reports.
- Leads special event planning, including annual gala, cultivation events and 10th anniversary events
- Establishes fundraising performance measures, monitors and reports results to development committee(s) and Board
- Ensures compliance and maintains accountability of professional conduct for fundraising executives.
- Appropriately represents the institution, its Board and executive director.
- Supports and mentors Development and Board, volunteers, and staff in development efforts.
- Supervises the Assistant Director of Development.
- Additional duties as assigned
- Evening and weekend hours as necessary

BEHAVIORAL EXPECTATIONS:

- Clearly communicates the "Mission" ensuring everyone works toward the same goals.
- Focuses on teamwork and customer service and understands "Excellence is in the Details".
- Willingness and ability to adjust to changing conditions or priorities.
- Demonstrates initiative and work as a team player.
- Expected to: Adhere to the highest ethical standards in management, governance, and fund development.

EDUCATION/EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required, Masters preferred in business, legal, PR, or marketing.
- Minimum ten-years work experience demonstrating competency in leading development and marketing.
- Extensive knowledge of fundraising and of communications planning, social media and public relations.
- Excellent interpersonal, management, verbal and written communication skills.
- Knowledge of budget development and staff management.
- Computer skills preferred include MS Word, Excel, PowerPoint, Outlook and Blackbaud.
- CFRE preferred.

Salary Range \$85,000 to \$89,500. Benefits including medical, dental, paid time off, and retirement plan.

To apply: Send resume, cover letter and three references to hr@foundationsineducation.org.

About Foundations in Education:

Foundations in Education, Inc. is committed to strengthen and transform the mission of Catholic education in the Diocese of Bridgeport by providing tuition assistance to families in need and supporting innovation in academic programs and fostering opportunities for the professional development of school leaders. Incorporated in 2015 as a separate 501c3 our primary programs are providing tuition assistance and an Innovation and Leadership grants.

*A more detailed position description available for applicants by request.