



Director of Development – Annual Giving & Special Events

Department:	Advancement
Status:	Exempt
Education:	Bachelor's Degree or higher
Supervises:	Development Manager – Special Events Development Manager – Donor Engagement & Annual Giving
Reports to:	Vice President of Advancement

Description:

The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 32 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

The Director of Development position is responsible for fundraising goals and management of PEF's annual campaign including: fundraising events, grants, giving societies, employee giving campaigns and direct mail campaigns

Responsibilities include but not limited to:

- Cultivate, solicit and steward a portfolio of annual donors, both corporate and individuals
- Renew and upgrade current donors and secure new gifts with focus on donor retention, new donor acquisition, and building relationships through personal contact
- Identify potential new donors and sponsors through research and networking
- Supervisory leadership role over all PEF events, as well as external events benefiting PEF
- Oversee event budgets and conduct post-event reconciliation
- Oversee event timelines and provide needed reminders to advancement and communications teams to meet deadlines
- Manage strategic plan for annual giving activities and appeals
- Oversee completion of grant applications to private grant funders
- Coordinate with communications team on event promotion and print and electronic event communications, invitations, etc.
- Implementation and oversight of stewardship plan for annual giving donors and identification of new opportunities for exceptional donor stewardship
- Maintain records of cultivation, solicitation and stewardship in Raiser's Edge

- Provide at minimum a monthly report of updates and activities toward development goals to Vice President of Advancement

Skills/Attributes:

Relationship-building; Detail-oriented; strong organizational skills; ability to multi-task and manage competing deadlines; strong interpersonal skills; ability to work well as part of a team; proficiency in MS Office; Supervisory experience required; Knowledge of grant processes a plus; Raiser's Edge proficiency a plus

Experience Required:

5 years or more related development experience

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Interested applicants may email (sharon.sarp@pinellaseducation.org) cover letter, resume and salary expectations. Please include the words, "Director of Development" in the subject line. No phone calls will be accepted.