

Development Director Job Posting

Who We Are

For over 25 years, Capital Partners for Education (CPE) has mentored low-income high school and college students in the academic middle from the Washington, D.C. area to provide the skills and experiences they need to successfully complete college and to excel in the workforce. CPE's student body has doubled in size over the last five years, and through one-to-one mentoring and guidance from CPE staff, CPE's high school graduates have enrolled in college at a rate of 97% and complete college at nearly three times the rate of their similarly-situated peers. CPE's work is driven by creating and maintaining strong relationships, which help propel our youth forward.

Who You Are

CPE is rebuilding its fundraising and development team and we are in search of a new Development Director to lead the way. We are looking for someone who has a proven track record in the research, prospecting, cultivation, and stewardship of donors. Do you get excited about funding non-profit programs that directly support DC-area youth? Are you able to think strategically about the direction of a Development plan and have the skills to break down big picture ideas into actionable steps? Are you motivated by collaborating with the people around you and do you lead by empowering your team to own their expertise? If so, then this is the role for you!

About the Role

The Development Director is responsible for helping lead CPE in a manner that supports and guides the organization's direction and mission. You'll be responsible for driving all fundraising efforts for CPE through four foundational pillars: individual giving, foundations, government, and corporate partnerships. This person is responsible for creating, managing, and implementing CPE's annual development plan, with the following goals in mind: identifying new donors for the organization; raising CPE's annual budget; and planning for the organization's long-term growth as part of a new three-year strategic plan in partnership with the Senior Leadership Team.

The Development Director manages the development team (a Development Manager, a Grants Manager, and other positions TBD) and reports to the Chief Executive Officer. The Development Director also works closely with the Chief Program Officer to ensure that the programs' successes and needs are accurately conveyed to donors and foundations and that development's work facilitates program growth.

Responsibilities

Fundraising and Donor Relations

- Lead the identification, cultivation, and solicitation of individuals, foundations, and corporations for sponsorship and major gifts.

- Lead the design and implementation of plans to identify new prospects and expand the number of donors to the organization.
- Manage giving campaigns focused on increasing revenue to meet CPE's growth targets.
- Cultivate relationships with the Board of Directors and support their development work.
- Develop and implement new plans to engage the particular audiences of corporate donors and younger, less established individual donors.
- Manage the existing development portfolio and maintain support from long-time, dedicated major donors.
- Advise the cultivation of government funding relationships.
- Build strong relationships with colleagues and CPE leadership.

Strategic Planning and Tracking

- Set long-term vision and strategy for the team, and translate it into short-term goals and specific initiatives for team execution.
- Maintain all donor and prospect information using CPE's Salesforce donor database.
- Analyze donor data, identify trends, and use the results to inform decisions around the direction of development strategy.
- Participate in long-term strategic planning for CPE to ensure development plan aligns with organizational goals.
- Work closely with CEO and Board to establish and monitor annual and long-term budgets.

Event Management

- Lead the Development team through conceptualization, planning, and execution of cultivation and fundraising events (virtual, and in-person when it becomes feasible), including managing event logistics, vendor management, and staffing/volunteer planning.
- Oversee all fundraising aspects of events, including sponsorship and major donor solicitation.

Communications

- Collaborate closely with the Communications team to develop donor collateral, implement email campaigns, conduct prospect outreach and ensure stewardship of existing donors.
- Review all final written materials for presentation to the CEO and the Board.

Team Management

- Support all members of the Development team by providing coaching, constructive feedback, and opportunities for skill-building and professional growth.

Qualifications

- At least four years of experience working in non-profit fundraising.
- Strong knowledge of fundraising techniques, particularly major gift fundraising.

- Proficiency using Salesforce to design and manage business processes such as donor cultivation, foundation reporting, etc.
- At least two years of experience managing full-time employees.
- Excellent written and verbal communication skills. You can tailor your tone and language to your audience while conveying a consistent message of behalf of the organization.
- High degree of initiative, strong organizational and time management skills, and exceptional attention to detail.
- Display a collaborative attitude, and demonstrate respect and empathy for people and community.
- Must embrace the mission of Capital Partners for Education.
- Proficiency with Microsoft Word, Excel, and PowerPoint.
- Bachelor's degree.
- Ability to legally work in the United States without sponsorship.

How You Will Be Compensated

The starting salary range for this position is \$85,000-\$90,000, commensurate with experience.

CPE provides a comprehensive benefits package which includes:

- Medical, dental, and vision insurance
- 403(b) retirement plan with employer matching available
- Life and disability insurance with premiums fully funded by CPE
- Paid time off, including 15 days of vacation to start, official holidays, and office closure between Christmas Eve and New Year's Day
- Flexible spending account

Due to the COVID-19 pandemic, CPE is currently operating on a 100% remote work policy and will continue to do so for as long as is necessary, per CDC guidelines and general health and safety best practices. However, as the success of this particular role depends upon developing strong local relationships, in-person work will be expected when it is safe to do so. Therefore, this position is currently open to applications residing in any location, with the following caveats:

1. All employees are expected to schedule their work days in alignment with CPE's Eastern Standard Time operating hours in order to facilitate smooth communication between CPE staff and other stakeholders.
2. When CPE returns to working in an office, the Development Director will be expected to relocate to the Washington, D.C. metro area in order to fulfill their responsibilities.

How To Apply

Please email your **resume** and **cover letter** to jobs@cpfe.org. Thank you for considering this opportunity with CPE.