



*Building a Bright and Successful Future for All Students
Through Financial Support and Community Involvement*

Job Posting: Associate Director of Development

Date: July 7, 2016
Job Title: Associate Director of Development
Reports to: Executive Director
Work Days: Part-time, Monday through Friday
Including some weekends and nights.
Compensation: \$20.00 to \$25.00 per hour
Hours: 15 to 20 hours a week.

Position Summary: The Associate Director of Development will work with the executive director to continue to grow a professional, vibrant and sustainable culture of philanthropy to enhance the education of students attending Springfield Public Schools (SPS).

Summary

The Springfield Education Foundation (SEF) seeks a development professional with a high level of integrity, and emotional intelligence who is results-oriented, adaptable and persistent to successfully build and maintain relationships with donors, prospective donors and other individuals. The ideal candidate will be passionate about public education, focused on facilitating meaningful connections between individuals and how they can help students succeed.

Primary responsibilities for the Associate Director of Development position include building sustainable and rewarding relationships with donors, potential donors and staff of SPS; developing strategic short and long-range development plans with the executive director; and implementing those plans through written, personal, on-line and grant writing methods and campaigns. Expected outcomes include meeting or exceeding annual fundraising goals, working collaboratively with board members, volunteers and school district employees, identifying prospects while increasing awareness of the foundation's work.

The Springfield Education Foundation is a nonprofit, 501(c)3 organization with the mission *to build bright and successful futures for all students through financial support and community involvement*. With an official relationship with Springfield Public Schools (SPS), SEF raises and invests funds to support the nearly 11,000 students attending Springfield Public Schools. As a growing foundation, governed by an active 22-member board of directors, SEF provides a dynamic, professional and rewarding work environment.

Essential Responsibilities/Duties

- Secure financial support from individuals, foundations and corporations to meet or exceed annual goals through the management of a variety of campaigns and fundraising efforts.
- Assist executive director and board members in implementing strategies of the donor stewardship process.
- Manage a portfolio of 20 to 30 donors.
- Create and execute strategies to grow a base of annual individual donors through various methods including direct mail and on-line giving.
- Assist and/or manage special events with executive director, board and volunteers.
- Work to further SEF's mission and values by identifying programs aligning with donors' interest that represent extraordinary opportunity for student impact.
- Proactively work with the donor database (Giftworks Anywhere) keeping donor information up-to-date and forming strategies for engagement through data analysis.
- Contribute willingly to every "all hands" project including mailings, Facebook postings, website, newsletters, events, meetings, annual cleaning of storage unit, school district events, etc.
- Support the Executive Director's work in all ways requested.

Qualifications

Required Knowledge, Skills and Abilities

- Bachelors Degree with 3 to 5+ years of experience in fundraising.
- Strong understanding of and commitment to SEF's mission.
- Effective interpersonal, verbal (public speaking) and written communication skills including writing persuasive/fundraising appeals.
- 3 to 5 years work developing collaborative relationships.
- Documented experience with fundraising campaigns resulting in significant gifts.
- Excellent time management, attention to detail, and problem solving are all critical skills for success in this role.
- Desire to work in a rewarding environment, where a significant amount of flexibility, efficiency, innovation, self-motivation and teamwork is required.
- Willingness to participate in training activities and an evident desire to continually increase knowledge of the industry, education, nonprofit organizations and philanthropy independently and through others.
- Proficiency in Google Docs, Microsoft Word, Excel, PowerPoint, InDesign and Adobe Suite.
- Good knowledge and basic proficiently with Constant Contact, PhotoShop, WebPress, Twitter and Facebook or similar software/programs/medium.
- Donor database experience preferred, but not required.

Application Process: Please send a cover letter, resume and three references via email to Springfield Education Foundation, Ronnel Curry, Executive Director at ronnel@springfieldeducationfoundation.org or PO Box 663, Springfield, OR 97477.

Applications received by July 22, 2016, 5 pm, will receive equal consideration. The position is open until filled.

Associate Director of Development. This part-time position will be tasked with raising \$16,500 of new or increased SEF donations as well as maintaining existing donor levels in the first twelve-months of employment through the following projects:

- Defining and implementing an alumni engagement plan and managing the Honor Roll Society Reception and Alumni Awards for 2017.
- Managing and implementing three direct mail campaigns and Giving Tuesday.
- Creating, managing and implementing a SPS staff giving campaign.
- Identifying and managing a portfolio of new and existing donors.
- Managing the Buy a Star Campaign.