



**Eanes Education Foundation**

**Job Title:** Director of Development

**Reports to:** Executive Director

**Position Status:** Full-Time

**Position Overview:**

The Director of Development will strategize, oversee, and implement the overall fundraising efforts for the Eanes Education Foundation (EEF) and the Eanes Endowment.. This role is responsible for managing the annual, capital, and planned giving initiatives. The Director of Development reports to the Executive Director, assisting in planning efforts to increase funding levels in support of EEF's mission. This position will also ensure the growth of individual giving strategies and events to support educators across the district.

**Primary Responsibilities:**

- **Fundraising Strategy:**
  - Design and implement an annual stewardship plan with the Executive Director.
  - Oversee fundraising strategies and implementation for Capital, Annual, and Planned Giving programs (including Corporate Sponsorships, Event Partnerships, Leadership Society and the Eanes Endowment.)
  - Assist in executing a multi-year development plan to maximize philanthropic support from donors and corporations.
  - Develop persuasive solicitations and ensure proposals align with EEF's strategic priorities and goals.
  - Set and meet annual goals for prospect visits and dollars raised.
- **Donor Relations:**
  - Manage relationships with donors through updates, campus site visits, and participation in relevant meetings, calls, and events.
  - Provide top-quality stewardship to donors, including personalized outreach and event invitations.
  - Support the Executive Director, EEF Board President, and the Eanes Endowment President and their fundraising efforts.
  - Assist with managing and overseeing donor events, stewardship, benefits, and communications.
- **Grant Writing:**
  - Identify and apply for relevant grants to support the foundation's initiatives.
  - Manage the grant application process, including writing proposals and reporting to funders.
- **Donor Engagement and Retention:**
  - Develop and execute strategies to engage and retain donors, ensuring long-term support.

- Conduct donor surveys and gather feedback to improve donor experience.
- **Team Leadership:**
  - Supervise development staff or volunteers involved in fundraising activities.
  - Provide training and development opportunities for team members to enhance their skills.
- **Marketing and Communications:**
  - Collaborate with the communications team to create marketing materials that support fundraising efforts.
  - Ensure consistent messaging and branding in all development communications.
- **Administrative Duties:**
  - Help maintain donor database, pledges, receipts, and acknowledgements.
  - Update Salesforce, website and other related spreadsheets to track donor activity and ensure donor recognition.
  - Prepare monthly status reports for the Executive Director and Board.
  - Manage, research, and prospect new donor opportunities.
  - Oversee the development budget.
  - Support campus fundraising and volunteer committees as needed.
  - Assist chairs and committee volunteers with securing underwriters and table sponsors for all events.
  - Other duties as assigned.

#### **Qualifications:**

- Bachelor's degree required; advanced degree in nonprofit management, business administration, or a related field preferred.
- Minimum of 3 years of nonprofit fundraising experience.
- Proven record of face-to-face solicitation and successful identification, cultivation, and solicitation of gifts.
- Demonstrated success in raising major gifts and stewardship of donors.
- Experience in organizing and implementing major gifts, annual gifts, endowment gifts, foundation giving, direct mail, and special events.
- Ability to create and execute strategic development plans for securing and stewarding gifts.
- Experience managing a portfolio of at least 50-75 donors.
- Strong project management skills and ability to manage multiple concurrent projects.
- Proficiency in using reporting tools, design software, and donor management software (e.g., Salesforce)
- Excellent interpersonal, verbal, and written communication skills.
- Strong initiative, research, and organizational skills.
- Enthusiasm for working with people and advancing EEF's mission.
- Strong analytical skills to assess fundraising performance and make data-driven decisions.
- Experience in financial management, including budgeting and financial reporting.

#### **Application Instructions:**

Please email a cover letter and resume to **Dana Meserole DeLorenzo** at [eef-jobs@eanesisd.net](mailto:eef-jobs@eanesisd.net). Candidate materials will be reviewed as they are received.