

Division/Department:	Development	
Location:	600 Grant Street Suite 525, Denver, CO 80203	
Job Title:	Director of Development	FTE Status: 1.0
Reports to:	President & CEO	Start date: ASAP
PROGRAM DESCRIPTION		
<p>PEBC is a 36-year old Colorado based nonprofit that supports educators and education leaders across the continuum of their professional lives. From preparing candidates to become teachers, through the educators' highest levels of practice and leadership, PEBC provides customized professional development support, including coaching, mentoring, demonstration teaching, and guided observation, among many other strategies, to improve student growth and success, and elevate the profession. We work in PreK-12 classrooms, across the curriculum areas, including the STEM concentrations. Through the organization's years of work in the field, and the many books its staff have written, we work in districts and schools across the nation, from urban to rural.</p>		
GENERAL DESCRIPTION		
<p>The Director of Development will provide vision and strategic direction for all fundraising programs, including special events, federal and state grant submissions, local and national foundation research and submissions. The Director of Development will be the primary fundraiser for the organization, in partnership with the senior executives of PEBC.</p>		
MAJOR RESPONSIBILITIES INCLUDE AND ARE NOT LIMITED TO THE FOLLOWING:		
<ul style="list-style-type: none"> ● Grow Colorado-based donors: individuals, corporate and foundation relationships ● Develop and launch national fundraising campaign in markets where PEBC has a significant presence ● Support the Policy Director in development related to Colorado, national and federal grant applications, and those related to Colorado legislative initiatives ● Focus on organizational financial stability and growth ● Partner with: Asst. Executive Dir. of Business Development in developing philanthropic opportunities connected to client contracts; the Director of Operations in ensuring that internal operations support fundraising opportunities, implementation and reporting; and the Controller on designing grant budgets and other types of gifts to maximize the supports to schools and districts; and all department heads in crafting grant narratives, and other asks ● Build a long-term individual donor campaign ● Serve on organization Leadership and / or Executive Team ● Support Board in its fundraising activities ● Other duties as needed 		

QUALIFICATIONS/SKILLS

The ideal candidate will possess:

- Extensive computer skills, including MS Word, PowerPoint, Salesforce, etc.
- Advanced knowledge of Excel and ability to quickly learn new database technologies
- Excellent interpersonal communication and customer service skills
- Advanced clerical and administrative skills
- Attention to detail
- Strong problem solving skills
- Flexibility and comfort with ambiguity

Characteristics:

- Entrepreneurial stance
- Leadership abilities
- Systems thinking
- Action-oriented
- Flexible
- Writing skills
- Ability to synthesize
- Ability to travel
- Ability to work with Foundation leads, policymakers and policy influencers
- Ability to collaborate

Experience:

- A minimum of five years development experience in a leadership role
- Grant writing, budget development and reporting experience
- Knowledge of and a track record with federal and state government grants and national foundations
- Familiarity with Salesforce and database management
- Experience with development of department structures
- Staff management experience

Education Requirements:

- Bachelor's degree mandatory; Master's degree preferred

COMPENSATION

- Commensurate with experience
- Paid vacation and sick time
- Health and retirement benefits

ANTI-DISCRIMINATION POLICY

PEBC is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, pregnancy status, military status, genetic information, or any other status protected by applicable state or local law.

APPLICATION INSTRUCTIONS

To apply please send a cover letter and resume to jobs@pebc.org with Director of Development listed in the subject line. Please include your salary requirements. No phone calls please. The first review of applications will begin on January 22nd.