



Location:	600 Grant Street Suite 525, Denver, CO 80203	
Job Title:	Director of Development	Full-time position
Reports to:	President and CEO	Start date: ASAP
PROGRAM DESCRIPTION		
<p>The Public Education & Business Coalition (PEBC) exists to create schools and systems worthy of our children. Since 1983, and still today, PEBC provides professional learning for educators nationwide across the continuum of their professional lives. PEBC’s residency model teacher preparation program prepares high quality teacher candidates on-site in districts throughout Colorado. PEBC professional development inspires practicing PreK-12 educators’ capacity for excellence in instruction, coaching and leadership through multi-day learning experiences, lab classroom visits, on-site inservices, demonstration teaching and other customized offerings designed to improve student growth and success. Our pedagogical stance is published in a number of books by PEBC staff. In addition to elevating the teaching profession with top quality professional development for teachers and leaders, PEBC provides expertise on education policy at the state and national levels.</p>		
GENERAL DESCRIPTION		
<p>The Director of Development will provide vision, strategic direction and implementation 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"> ● Foster PEBC’s financial stability and growth ● Lead and collaborate with Strategic Sourcing Team to identify, screen, pursue and secure opportunities for grants and fundraising <ul style="list-style-type: none"> ● Write and submit all grant LOIs, proposals and reports ● Cultivate relationships with Colorado-based donors, including individuals, corporations, foundations and agencies ● Develop and launch national fundraising campaign in regions where PEBC is making a significant impact ● Support PEBC’s policy work by pursuing opportunities with Colorado state, national and federal grant applications, and those related to Colorado legislative initiatives ● Responsible for securing sponsorship for PEBC fundraising events and other aspects of the events as needed 		

- Develop philanthropic opportunities connected to client contracts in partnership with Business Development
- Collaborate with program staff to develop and propose grant-worthy projects, and to ensure their successful implementation
- Design grant budgets in collaboration with Finance
- Collaborate with Director of Operations to document and report on grant-funded initiatives
- Maintain database of all grant and fundraising LOIs, grants, grant reports, notes of gratitude and notices of receipt for audit purposes
- Build a long-term individual donor campaign
- Serve on the organization’s Executive Team
- Support PEBC Board of Directors in its fundraising activities
- Other duties as necessary

EXPERIENCE

- A minimum of five years development experience in a leadership role
- Fundraising, grant writing, budget development and reporting experience; federal grant writing experience preferred.
- Familiarity with SalesForce and database management
- Demonstrated ability to leverage a range of philanthropic contacts to benefit a non-profit
- Productive collaboration with other executives; ability to integrate multiple perspectives

CHARACTERISTICS

- Entrepreneurial stance
- Leadership abilities
- Systems thinking
- Action-oriented
- Flexible
- Writing skills
- Ability to synthesize
- Willingness to travel
- Ability to work with foundation leads, policymakers and policy influencers
- Ability to encourage & leverage collaboration

QUALIFICATIONS

The ideal candidate will possess:

- Extensive computer skills, including Google Drive, Microsoft Office, SalesForce
- Advanced knowledge of Excel; 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

EDUCATION REQUIREMENTS

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

COMPENSATION

- Salary commensurate with experience. Health and retirement benefits provided. Generous vacation policy.

ANTI-DISCRIMINATION POLICY

PEBC believes that one of the great strengths of this country is the rich diversity of its residents. PEBC does not have, and will not adopt or implement, any personnel policy or practice that discriminates on the basis of race, religion (creed), national origin (ancestry), color, age, gender, sexual orientation, gender expression, gender variance, marital status, citizenship, disability, political affiliation, military status, veteran status, belief, or any other protected status. Persons of all backgrounds encouraged to apply.

To apply please send a cover letter and resume to: jobs@pebc.org