

Division/Department:	Development	
Location:	3607 Martin Luther King Blvd Denver, CO 80205	
Job Title:	Director of Development	FTE Status: 1.0
Reports to:	Director of Business Development	Start date: August 2, 2021
<b>PROGRAM DESCRIPTION</b>		
<p>Public Education &amp; Business Coalition (PEBC) is a Colorado-based 501(c)3 organization that provides professional development services for practicing educators locally and nationally, and operates the PEBC Teacher Residency for training well-qualified new teachers for high-needs schools. The Residency recruits, trains and supports effective new teachers from diverse backgrounds for urban and rural school districts and is building the infrastructure needed to become a statewide pipeline over the next five years.</p> <p>PEBC's goal is to provide training and professional learning to cultivate highly effective K-12 educators who are dedicated to students' social, emotional and cultural needs as well as growth and achievement. In our work with educators and as an employer, we adopt an asset-based approach to cultivating a collaborative community of learners that values responsive and reflective practice and operates in a culture of positive intention and respect.</p> <p>Local, state, and national leaders trust PEBC to inform the development of sound education policy that profoundly impacts success for students and teachers alike. PEBC has developed decades of direct experience in schools, deep knowledge of theory and practice, and a network for thousands of exceptional educators and passionate business and community leaders. Policymakers and advocates count on PEBC to advise the development and implementation of policy so that good ideas translate to great outcomes – in classrooms, schools, and systems as well as for our nation's workforce and economy.</p> <p>PEBC's Mission is to cultivate educators worthy of each and every learner.</p>		
<b>GENERAL DESCRIPTION</b>		
<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>		
<p><b>MAJOR RESPONSIBILITIES INCLUDE AND ARE NOT LIMITED TO THE FOLLOWING:</b></p> <ul style="list-style-type: none"> <li>● Foster PEBC's financial stability and growth</li> <li>● Write and submit all grant LOIs, proposals, and reports</li> <li>● Grant tracking and reporting</li> <li>● Works with the President &amp; CEO to oversee the creation and implementation of the annual fundraising plan to raise \$450,000, and meet established development goals and objectives.</li> <li>● Ensure stewardship of past, current and prospective donors through personal visits, articulate correspondence, and timely gift acknowledgements</li> <li>● Design and manage all point of entry events and organization tours</li> </ul>		

- Cultivate relationships with Colorado-based donors, including individuals, corporations, foundations and agencies
- Develop strategies for existing donors to effectively move them through a meaningful donor pipeline of giving that leads to an increase in their annual giving to PEBC
- 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 team
- 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 needed

#### QUALIFICATIONS/SKILLS

- A minimum of five years of 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 the development of department structures
- Staff management experience

#### 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 encourage & leverage collaboration

#### QUALIFICATIONS

The ideal candidate will possess:

- Extensive computer skills, including Google Suite, 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

EDUCATION REQUIREMENTS:

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

COMPENSATION

- \$60,000-\$70,000, to commemorate with experience
- 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](mailto:jobs@pebc.org) with "Director of Development" listed in the subject line. Please include your salary requirements. No phone calls please.