
Director of Advancement

Position Reports To: Chief Executive Officer

THE COMMUNITY EDUCATION BUILDING

The Community Education Building (CEB) is an innovative nonprofit organization whose vision is to transform lives through equitable education opportunity. We are committed to building the best educational support system possible, allowing every student an equitable opportunity to succeed. CEB's innovative educational model creates educational equity for traditionally underserved students by removing barriers that cause inequitable access to learning, creating opportunities for students, investing in stable families, and enabling academic excellence by freeing schools to focus on teaching and learning. Students leaving CEB will have the network, confidence, and skills necessary to succeed in school and be prepared for life beyond K-12.

POSITION SUMMARY

The Director of Advancement reports to the CEO and, as a member of the Executive Team, directs the CEB's fundraising and public engagement efforts. With a primary focus on donor strategy, the Director of Advancement serves to build an increasingly strong and diverse network of stakeholders across the region, engage current and new supporters, and increase financial investment in the CEB. As the chief fundraiser for CEB, the Director of Advancement spends considerable time visiting with and stewarding donors, partners, and prospects across the state and region and representing the CEB in the community as an extension of CEB's CEO.

PERSONAL TRAITS AND STRENGTHS

- Excellent verbal and written communication skills.
- Exceptional interpersonal and customer service skills.
- Ability to develop relationships of trust and respect with colleagues, volunteers, and donors.
- Commitment to building a welcoming, inclusive, and equitable community where all people can thrive.
- Self-starter with the ability to initiate prospecting activities and face-to-face meetings.
- Able to obtain stakeholder buy-in on new, complex, or challenging ideas.
- Willing to assume responsibility and exercise sound judgment without direct supervision.
- Willing to work flexible hours as necessary.

KEY ROLES AND RESPONSIBILITIES

The Director of Advancement's key responsibilities include the following areas:

- Represent the CEB publicly as an extension of the CEO to strategically grow community stakeholders.
- Develop and implement a plan to achieve CEB's strategic goals for fundraising with measurable targets and outcomes, including growth strategies for the annual fund and the launch of a major campaign.
- Create opportunities to increase the visibility and credibility of the CEB across the region and nationally through strategic engagement, participation in events, and special initiatives.
- Collaborate with the Marketing Manager to ensure consistent branding, clear and targeted messaging, and strengthened relationships with supporters.
- Collaborate with the Marketing Manager in the creation of donor-related materials including print and electronic appeals, stewardship communication, and meeting packets.
- Develop and implement a comprehensive marketing and public relations strategy to elevate organization's visibility and a robust build culture of philanthropy.
- Lead research to identify new individual, foundation, and government prospects.
- Establish new relationships to build the CEB's visibility, impact and financial resources.
- Manage a portfolio of donors and prospective donors across Delaware and the region through cultivation, solicitation, and stewardship; maintains current documentation of activity.

- Conduct and record outcome of measurable number of face-to-face visits with donor prospects, including measurable solicitation, cultivation and stewardship activities.
- Consistently achieve or exceed fundraising goals.
- Manage and oversee staff in the use of Bloomerang, CEB's Customer Relationship Management system, to include ensuring receipt, acknowledgement, reporting, and stewardship of grants and donations.
- Collaborate with the Senior Executive Team to coordinate baseline annual fundraising targets with organizational strategic objectives and budget.
- Provide timely notice to business office of impending gift requests to ensure clear path of accounting and procedures.
- Prepare or delegate preparation of written and verbal proposals, concept and informational materials, endowment and planned giving agreements, and other materials needed to secure donations.
- Work with other staff to coordinate strategic meetings and small-scale events as needed.
- Prepare monthly reports on fundraising activity and progress for the CEO.
- With the Senior Executive Team, strategize and position the CEB for the future.
- Meet regularly with Board members to grow our network of new investors.
- Coordinate regular meetings with the Board Development Committee and prepare Board Development Committee activities, reports, and meeting agendas.

SUPERVISORY RESPONSIBILITY

This position directly supervises all marketing and fundraising employees and contractors.

EDUCATION AND QUALIFICATIONS

- Bachelor's Degree in business, non-profit management or similar field required; Master's Degree preferred.
- 3- 5 years of experience in non-profit leadership, fundraising, non-profit or foundation development required.
- Personal track record of success achieving annual fundraising goals over \$1,000,000.
- Personal track record of success with community engagement.
- Proven ability to establish objectives, set performance standards, and to achieve goals.
- Experience motivating and collaborating successfully with volunteers.
- Must pass criminal background check.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EQUAL EMPLOYMENT OPPORTUNITY

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

TO APPLY

Please email a cover letter and resume to Aryn Barreiro at abarreiro@cebde.org with the subject line "Director of Advancement."