

**Director of Advancement**  
Position Reports To: Chief Executive Officer

**THE COMMUNITY EDUCATION BUILDING**

The Community Education Building (CEB) is a nonprofit organization that envisions a world where families thrive, and students succeed regardless of their race or zip code. Our Mission is to build the best educational support system possible, allowing every student an **equitable** opportunity to succeed. An innovative co-location and shared services model focused on supporting the entire family, the CEB offers vibrant programs and support systems that provide a sound foundation for each student. It serves as a hub for families by offering services such as healthy meals, life coaches, and mental health services. This model leads to deeper family engagement in their child's learning and allows schools to focus on teaching and learning, not operations and overhead. Serving over 1,500 students of color attending school in Wilmington's central business, the CEB is an educational ecosystem that holistically integrates programs and resources for students and their families, ensuring that every student has an equitable opportunity to succeed.

**POSITION SUMMARY**

The Director of Advancement reports to the CEO and, as a member of the Executive Team, directs the CEB's fundraising, marketing, 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 donors, colleagues, and volunteers.
- 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.
- Appreciation for and ability to work within an entrepreneurial environment.
- 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.
- 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.
- Develop and implement a plan to achieve CEB's strategic goals for fundraising with measurable targets and outcomes.
- Engage in 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.
- Develop and strengthen relationships with individuals, corporations, government agencies, and foundations.
- Consistently achieve or exceed fundraising goals.
- Manage and oversee staff in the use of Bloomerang, CEB's Customer Relationship Management system.
- Collaborate with the Executive Team to coordinate baseline annual fundraising targets with organizational strategic objectives and budget.
- Manage incoming gifts, acknowledgements, reporting processes, and stewardship of grants and donations in accordance with established procedures.
- Conduct and record outcome of measurable number of face-to-face visits with donor prospects.
- 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.
- Solicit a measurable number of gifts annually, while growing a pipeline of new opportunities to support future gift solicitations.
- Work with other staff to coordinate strategic meetings and small-scale events as needed.
- Monthly reporting of fundraising activity and progress.
- With the 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.
- 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.
- Strong event planning skills.
- Proven ability to establish objectives, set performance standards, and to achieve goals.
- Experience motivating and collaborating successfully with volunteers.
- Must pass criminal background check.

#### **COMPENSATION/BENEFITS**

Range: \$90,000-\$100,000

This is a full time, salaried exempt position that regularly requires long hours and some weekend work. We offer a comprehensive benefits package including a 403(b) retirement plan and paid onsite parking.

#### **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 [CEBjobs19801@gmail.com](mailto:CEBjobs19801@gmail.com) with the subject line "Director of Advancement."