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**DIRECTOR OF PHILANTHROPY**  
Position Reports To: Chief Strategy Officer

**POSITION SUMMARY**

The Director of Philanthropy reports to the Chief Strategy Officer and directs the fundraising efforts for the Community Education Building (CEB). With a primary focus on the donor experience, the Director of Philanthropy serves to build an increasingly strong and diverse network of local, regional, and national investors, and increase financial investment in the CEB to support a dynamic and growing organization. In partnership with CEB leadership and volunteers, the Director of Philanthropy spends considerable time visiting with and stewarding individual and corporate investors, and prospects. This role will also oversee the day-to-day management of CEB fundraising infrastructure, including donor record management, stewardship, and reporting.

**KEY ROLES AND RESPONSIBILITIES**

The Director of Philanthropy key responsibilities include the following areas:

- Create opportunities to increase the visibility of the CEB through strategic engagement, participation in events, and special initiatives.
- 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 fundraising strategy for both annual funds and special campaign initiatives.
- Collaborate with the Senior Executive Team to align annual fundraising targets with organizational strategic objectives and budget.
- Develop and implement a plan to achieve CEB's fundraising goals with measurable targets and outcomes.
- Continually identify new individual, foundation, corporate, and government prospects.
- Establish and maintain relationships with individuals, corporations, government agencies, and foundations.
- Manage a portfolio of donors and prospective donors through cultivation, solicitation, and stewardship.
- Manage and oversee staff in the use of Bloomerang, CEB's donor database.
- Ensure timely and accurate communication with the business office to ensure proper handling and accounting of grants and donations.
- Ensure receipt, acknowledgement, reporting, and stewardship of grants and donations.
- Set and achieve monthly and annual goals, including the number of face-to-face visits with donor prospects, number of gifts, number of new investors, number of new prospects in cultivation, total investments.
- Maintain documentation of fundraising activity and prepare monthly reports on progress for the CEO.
- 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 small-scale events as needed.
- Prepare fundraising committee activities, reports, and meeting agendas.

**SUPERVISORY RESPONSIBILITY**

This position directly supervises all fundraising contractors.

**PERSONAL TRAITS AND STRENGTHS**

- Excellent verbal and written communication skills.
- Exceptional interpersonal and customer service skills.
- Exhibits strong passion for CEB's vision and mission.

- Ability to develop relationships of trust and respect with all stakeholders.
- 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 excite stakeholder investments.
- Willing to work flexible hours and travel as necessary.

#### EDUCATION AND QUALIFICATIONS

- Bachelor's Degree in business, non-profit management or similar field required.
- 5+ years of experience in 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.

#### 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 Mark Duncan at [mark@thefundcoach.com](mailto:mark@thefundcoach.com) with the subject line "Director of Philanthropy."

#### 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. An innovative co-location and shared services model focused on supporting the entire family, 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 1,300 students of color attending school in Wilmington's central business, 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.