



## **Director of Development Position**

Reporting to the Executive Director, the Director of Development strengthens the overall fundraising position of the Worcester Education Collaborative (WEC) by developing, with colleagues and the Board, and implementing a comprehensive advancement and communications program focused on impact, growth, and stewardship.

The Director of Development will lead and sustain annual and ongoing appeals, partnerships, and major gifts. Additionally, the DoD fosters a strong culture of philanthropy through a stewardship program in which new and existing relationships with donors are a top priority.

### **Key Responsibilities:**

#### **Management/Leadership**

- Provide oversight, direction, and hands-on leadership
- Develop annual development goals and implement a plan to achieve each goal
- Establish high standards for performance and improvement for the organization's overall fundraising operations
- Provide training and coaching for staff and Board of Directors on best practices in fundraising
- Increase board participation and engagement in fundraising
- Participate in organization team meetings
- Other duties and assignments as determined by the Executive Director

#### **Fundraising**

- Collaborates with Board Chair for annual and ongoing appeals, partnerships, and fundraising events to develop strategy and goals that work in coordination with WEC's overall development goals
- Participate on all fundraising committees
- With the Board and Executive Director, develop and manage WEC's annual fundraising budget
- Promote long-term partnerships, planned giving, and bequest opportunities

- Oversee the design and messaging of all marketing materials relevant to fundraising
- Perform ongoing research for identifying new prospects including individuals, foundations, small businesses, corporations, and more
- Develop and maintain a donor stewardship database
- Facilitate interviews with board members to garner annual and multi-year giving commitments

### **Key Qualifications**

- 5+ years of experience in non-profit development with a successful track record in building relationships and major gifts
- Strong interpersonal skills, including both written and verbal communication skills
- Consistent positive attitude; collaborative; high-energy
- Demonstrated interest in community building
- Flexible self-starter who is willing to learn and adapt to new trends and tools
- Welcomes feedback; open-minded
- Innovative - willing to make suggestions for improvements and efficiencies
- Strong skills and experience in MS software (Word, Excel, Outlook), Google services (Google docs, forms) and constituent databases (Salesforce or equivalent)

**Salary:** 19 hours/week. Compensation negotiable. Please note that some evening and weekend work may be required. This is an ideal position for someone eager to join a team and to be part of a growing organization. This is an opportunity for someone who welcomes a flexible schedule.

Worcester Education Collaborative has a demonstrated commitment to equity and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.