

Job Description

Director of Development and Corporate Partnerships

OVERVIEW

Educational Results Partnership, the nation's leading provider of educational data to employers, educators, and the public, seeks a Director of Development and Corporate Partnerships to work as a key member of our executive management team.

This newly created position reports to the President and CEO, and is responsible for managing all aspects of corporate and foundation outreach. As an executive team member, he/she is responsible for identifying, cultivating, soliciting and stewarding a diversified base of funding sources to support ERP projects and expansion. This includes, but is not limited to, writing grant proposals, identifying and establishing key donor relationships, and executing an integrated development communications strategy.

The Director of Development and Corporate Partnerships works closely with an outside communications agency to plan and execute external communications campaigns aimed at raising ERP's visibility and increasing fundraising support. The position is responsible for carrying out overarching organizational goals, mission and values. Strong written and presentation skills are essential. Qualified candidates will have experience working in a 501 (c) 3 environment with a track record of success in foundation and corporate fundraising.

ATTRIBUTES

The successful candidate will be detail-oriented, with excellent writing skills and an ability to manage and prioritize multiple projects simultaneously. He/she will have strong interpersonal skills with a knack for delivering compelling pitches and presentations to c-level audiences. He/she will be well-versed in the grant writing process with experience in philanthropic outreach.

The position requires solid project management skills and an understanding of communications and messaging. It calls for the ability to craft development materials and grant proposals that clearly articulate ERP's work and impact – in a compelling and persuasive style.

The successful candidate will demonstrate knowledge, appreciation and commitment to the following:

- Education as a pathway for advancing equity and social justice
- Passion for our work and work products

- A commitment to accelerating learners at every grade level so they are prepared for living-wage jobs
- A spirit of innovation, collaboration, and commitment to an enjoyable work environment

RESPONSIBILITIES

1. Identify, cultivate, solicit and steward a diversified base of funding sources to enhance and expand support for ERP.
2. Oversee the full range of activities required to prepare, write and submit grant proposals and reports to foundations and corporations in collaboration with the President.
3. Create, plan and be responsible for prospecting and stewardship of foundations and corporate partners.
4. Maintain development calendar of grant schedules, projects and forecast.
5. Work with the project implementation team to ensure compliance with grants terms and promised deliverables.
6. Ensure the accurate maintenance of records and donor information in CRM database.
7. Create and implement an assertive strategy to identify and cultivate support and engagement of key corporate leaders and champions.
8. Serve as the day-to-day contact to collaborate with an outside communications agency.
9. Oversee execution of communications activities; coordinate with IT and communications agency to ensure website content and outreach collateral are accurate and aligned with strategic goals.
10. Travel occasionally for events and development-related appointments and presentations.

EDUCATION AND EXPERIENCE

1. Minimum of a Baccalaureate degree in an appropriate field (advanced degree preferred).
2. Minimum seven years' experience in grant-writing and development with demonstrated success establishing and fostering fundraising relationships.
3. Proficiency in CRM software and Microsoft Office.

EXPRESSION OF INTEREST AND QUALIFICATIONS

Candidates should submit their resume and accompanying cover letter, expressing interest and relevant experience, to:

James Lanich, Ph.D.
President and CEO
Educational Results Partnership
careers@edresults.org