

Chatham Education Foundation
Development Manager (Part-Time)
www.ChathamEducationFoundation.org

The Chatham Education Foundation's mission is to engage our community as public school advocates and to raise funds and resources to support innovation and education excellence in the Chatham County Schools.

Reporting to the Executive Director, the part-time Development Manager serves as a member of CEF's staff and is responsible for working with the Executive Director to develop fundraising goals and implement development activities. In partnership with the Executive Director, this position will co-lead fundraising and development activities. The successful candidate will help forge new relationships to build CEF's visibility, impact, and financial resources. The Development Manager will design, implement, and oversee a comprehensive written plan for cultivating and soliciting individual, corporate, foundation, and government support as well as assisting with special events and external communications. This position will have primary responsibility for expanding CEF's donor base/pipeline and working closely with the Executive Director to secure funding for new initiatives as outlined in [CEF's Strategic Impact Areas](#). In addition, the Development Manager will work closely with the Fundraising Committee as they take on a more active fundraising role and will be responsible for staffing this committee and supporting its work.

- Donor Tracking (Neon One Database) and Stewardship (40%)
 - Helps design unique recognition opportunities for donors. Assists with writing and proposal development with a collaborative approach, as needed.
 - Works closely with the CEF team to monitor all donor information and assists with data tracking and management
 - Develops and implements a stewardship program aimed at cultivating deeper ties with donors.
 - Helps with drafting and sending thank-you letters, annual fund letters, and other correspondence to support fundraising initiatives, including the Annual Impact Report.
- Development work with Executive Director and Board (35%)
 - Works with the Executive Director, Board members, and key volunteers to set and implement the strategy, message, and vision for fundraising initiatives and communications.
 - Supports and partners with the Executive Director, members of the Board, and members of the Fundraising Committee including special events volunteers, on all major fundraising initiatives, priorities, and dollar goals.
 - Actively supports the Executive Director to develop and implement a comprehensive development strategy and written plan for the solicitation of individual, foundation, corporate, government and other gifts and

grants. This will include the creation of a comprehensive annual fund plan and the ongoing identification, cultivation and solicitation of key donors to support strategic planning efforts.

- Collaborates with the Executive Director and CEF's Fundraising Committee Development Committee to develop and implement fundraising strategy.
- Supports grant research and writing efforts as needed.
- Staffs the Fundraising Committee and assists the Executive Director in staffing the Board of Directors.
- Helps prepare regular and ongoing reporting of fundraising goals and totals to the Board and the Fundraising Committee.
- Sets the agenda for the Fundraising Committee and other key volunteer meetings.
- Events (25%)
 - Assists with CEF's signature annual event and other special events which support development goals.
 - Attends networking events as needed.
- Assist with other development responsibilities as assigned.

Hours are 8-12 hours per week, from home or in meetings with the Executive Director in the community of Chatham County.

Experience/Position Requirements:

- Bachelor's degree required, preferred in nonprofit management, business administration, or a related field or experience
- Three to five years of fundraising experience.
- Excellent written, verbal and interpersonal communication skills
- Ability to work collaboratively, act innovatively and desire to work in a growing, entrepreneurial organizational
- High levels of organization and prioritization
- Ability to take initiative by working both independently without close oversight, but also function as a team player who can manage multiple tasks and projects concurrently
- Experience with fundraising software and donor databases.
- Prior "small shop" experience is helpful

Pay commensurate with experience (\$25-35/hour).

Please send resume to Jaime@cefmail.org along with hourly pay expectation.