

## **Loudoun Education Foundation - Director of Development**

The Director of Development is responsible for planning, organizing, and directing all of the Loudoun Education Foundation's fundraising including, the major gifts program, annual fund, planned giving, special events and capital campaigns. The Director works closely with the Board of Directors and under the supervision of the Executive Director in all development and fundraising endeavors.

### **IDEAL CANDIDATE:**

Must be passionate about public education and the mission of the Loudoun Education Foundation.

Strong interpersonal and writing skills.

Have knowledge and experience in fund raising techniques, particularly major gift fundraising.

Possess the skills to work with and motivate staff, board members and other volunteers.

Have the desire and ability to build external relationships.

Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.

Be organized and exhibit "follow through" on tasks and goals.

Be open minded, adaptable, and collaborative.

Be proficient in E-Tapestry, Microsoft Word, Excel and Power Point

A bachelor's degree.

Minimum 3 years of development or related work experience, and or demonstrated success in fundraising and/or marketing.

### **DUTIES and RESPONSIBILITIES:**

Meet prospective donors and supporters on a continual basis to establish effective communications with them.

Grow a major gifts program including identification, cultivation, and solicitation of major donors.

Oversee grant seeking including research, proposal writing, and reporting requirements.

Build the planned giving program with a focus on deferred gifts such as bequest expectancies.

Direct the annual fund program, including mailings and annual fundraising drives.

Direct capital campaigns and other major fundraising drives.

Coordinate fund raising special events.

Work closely with the Loudoun Education Foundation's Board of Directors and under the supervision of the Executive Director.

Have a strong understanding of all the Foundation's programs and special initiatives.

Make public appearances/accept speaking engagements to share information about the Foundation with the community.

Oversee fundraising database and tracking systems.

Supervise and collaborate with fundraising volunteers.

Oversee creation of publications to support fund raising activities.

Maintain gift recognition programs.

Demonstrate professional conduct at all times.

Perform other related duties as requested.

**SALARY/BENEFITS:**

Competitive/commensurate with experience and other qualifications.

**APPLICATION:**

Submit letter of interest and resume to Dawn Meyer, Executive Director of the Loudoun Education Foundation: [lef.meyer@gmail.com](mailto:lef.meyer@gmail.com).