



POSITION ANNOUNCEMENT — DIRECTOR OF DEVELOPMENT

Job Title: Director of Development

Job Description: The Decatur Education Foundation seeks a dynamic and experienced professional to join our team as the Director of Development. This senior position is responsible for developing and implementing fundraising strategies, campaigns, and events with a focus on donor cultivation and stewardship.

A successful candidate will have previous experience in event planning and a proven track record of fundraising results. They must have an acute attention to detail, be able to manage multiple projects with competing deadlines, and have a passion for education. The Director of Development must have the ability and cultural competence to build authentic relationships with people from diverse backgrounds throughout Decatur.

Reports To: Executive Director

Location: In Person (Decatur, Georgia)

Responsibilities:

- Work with the Executive Director to develop and execute a comprehensive fundraising strategy to meet the financial needs of the Decatur Education Foundation.
- Identify and cultivate relationships with potential individual, corporate, and foundation donors, maintaining a robust pipeline of prospects.
- Manage and strengthen existing donor relationships through regular communication, stewardship activities, and recognition.
- Plan and execute fundraising and community events, including our signature Tour deCatur (March) and the Celebration of Excellence (May), securing sponsorships and managing volunteers, staff, and board members.

- Collaborate with the Communications Manager to prepare and deliver compelling communication to potential donors, effectively communicating the impact and value of the Decatur Education Foundation's programs.
- Create and implement targeted donor engagement programs and initiatives to increase donor involvement and financial support.
- Develop and manage fundraising budgets, track progress, and ensure timely reporting on fundraising metrics.
- Craft grant proposals and lead DEF's grant writing efforts, researching and identifying potential grant opportunities from government agencies, foundations, and other funding sources.
- Stay informed about trends and best practices in nonprofit fundraising and donor cultivation.

Qualifications:

- Bachelor's degree and experience working in nonprofit and/or education sectors.
- Minimum of 5 years of experience in nonprofit fundraising or development, with a proven track record of cultivating and securing donations.
- Working knowledge of all areas within development, including major gifts, annual giving, corporate giving, planned giving, event sponsorships, campaigns, in-kind donations, grant writing, and donor research.
- Excellent interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders.
- Demonstrated success in developing and implementing comprehensive fundraising strategies.
- Proficiency in using donor management software (Bloomerang) and other fundraising tools.
- Certified Fund Raising Executive (CFRE) certification is preferred but not required.
- Excellent organizational and project management abilities, with strong attention to detail.
- A driven achiever who can work independently and as part of a team.
- Passion for education and a deep commitment to the mission of the Decatur Education Foundation.
- Knowledge of the Decatur community is a plus!

Employee Status: This is a full-time exempt position. Occasional evening and weekend work is required to support organizational fundraising and programmatic events.

Salary & Benefits: The Decatur Education Foundation offers competitive compensation, with an annual salary range starting at \$55,000, commensurate with experience. Benefits include monthly healthcare reimbursement, SEP IRA contribution, a flexible daily schedule, and generous PTO and vacation time.

How to Apply & Timeline: To apply, please send a résumé, cover letter responsive to DEF's mission, and examples of your recent work to [hiring@decatureducationfoundation.org](mailto: hiring@decatureducationfoundation.org). Applications will be accepted until the position is filled. Only candidates selected for an interview will be contacted. No phone calls, please.

The Decatur Education Foundation is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees!

About the Decatur Education Foundation: The mission of the Decatur Education Foundation is to solve the problems that keep our kids from finding success by connecting people, resources, and ideas. Central to this work is a commitment to eradicating barriers caused by systemic racism, income inequality, and the lack of behavioral health supports.

We are committed to anti-racism work in our organization, in our schools, and in our community. We are flexible and responsive to the changing needs of children in our community. We are inclusive and welcoming to all who want to engage in our work. We operate with a philosophy of collaboration and support rather than competition. And we value integrity, equity of opportunity, collective impact, and entrepreneurship.

Our vision is for all Decatur youth to realize their full potential, regardless of economic status, ethnicity, race, nation of origin, gender, gender identity, sexual orientation, religion, cognitive or physical ability. To learn more, please visit decatureducationfoundation.org.