



Job Description –Development Director

Overview:

The Development Director is responsible for developing and implementing a comprehensive fund-raising program designed to provide significant contributions to GVSDEF. The successful candidate will be responsible for:

- Serving as Chair of the Fundraising Committee
- Development and oversight of fundraising plan
- Execution of fundraising activities in conjunction with the GVSDEF Board of Directors.
- Attending board and committee meetings

The Director represents GVSDEF in the community and maintains a relationship with Great Valley School District (GVSD) administration.

To Apply: Please send resume and cover letter to steves@gvsdef.org

Reports to:

GVSDEF Board of Directors, with specific reporting to President and Executive Committee

Working Relationships:

Works directly with GVSDEF's Board of Directors, particularly the Executive Committee and interacts with other Committee Chairs, as well as the Foundation Manager of Administrative Services, and volunteers. Also, could interact with GVSD administration, with some contact with corporate and community donors.

Work Hours:

Part time, with an average of 10 to 20 hours/week; some evenings and weekend work required.

Responsibilities and expectations

- Develop a comprehensive Development Plan which will provide GVSDEF with increased contributions, through corporate/local business, Educational Improvement Tax Credit (EITC), community channels.
- Lead and implement the fundraising plan, increasing revenue year over year, as well as increased number of potential corporate partnerships.



- Work with Communication committee chair in the development of marketing materials as they relate to the fundraising effort
- Work with the board to recruit, organize, and support volunteers in the implementation of all aspects of the Development Plan.
- Communicate regularly with the Board regarding accomplishments and needs specific to fundraising activities.

Networking

- Cultivate and grow relationships with individual/corporate donors and school administrators in support of the fundraising plan.
- Attend Great Valley functions with the purpose of increasing GVSDEF's profile in the community (ie Great Valley School Board meetings, PTO meetings, local Business Associations, Chamber of Commerce, etc.)
- Attend meetings with GVSDEF board members and GVSD Administration to identify funding opportunities, areas of need and how GVSDEF can support/enrich the educational experience for GVSD students.

Management

- Strengthen communication of and continuity in the Board's implementation of the Development Plan
- Support the Foundation Manager of Administrative Services as needed, to ensure smooth day-to-day operations
- Ensure that applied for grants are integral with the overall Development Plan

Desired Characteristics

- Excellent written and oral communication skills
- Enthusiasm for GVSDEF's mission, enhancing Great Valley schools, and desire to support programming that benefits the overall Great Valley community
- Understanding of non-profit management and fundraising
- Development/marketing expertise
- Self-directed/independent worker
- Technology savvy and familiar with Microsoft Office
- Strong teamwork/collaborative skills
- Charismatic personality
- Problem solver
- Innovative, with the ability to think strategically
- Familiarity with social media, including, but not limited to, Facebook, Instagram, and LinkedIn