



## **DEVELOPMENT ASSOCIATE**

The Education Foundation of Sarasota County seeks a dynamic and entrepreneurial development professional who is passionate about public education. The Development Associate works with and reports to the Director of Philanthropy to execute a comprehensive fundraising strategy. The Development Associate plays an integral role at the Foundation and primarily works with foundations and institutions to generate strong and robust philanthropic support through grants for the organization.

The mission of the Education Foundation of Sarasota County is to enhance the potential of students, promote excellence in teaching, and inspire innovation in education, guided by *strategic philanthropy*. The development associate, along with all members of the team, should demonstrate resounding support of this mission. The EFSC work environment is fast-paced and results-oriented, and as such, any new team member who joins the Foundation should demonstrate the following:

- Flexibility
- Adaptability
- Creativity
- Demonstrated Work Ethic
- Willingness to Work Independently and as Part of a Team
- High Level of Trust
- Technologically Adept
- Impeccable Customer Service
- Good Attitude and Consummate Professionalism

### **Duties and Responsibilities**

- Secure financial support from foundations and institutions through grants; achieve measurable fundraising goals
- Build a strong portfolio of prospects and donors and maintain ongoing relationship with them
- Utilize the donor database management system to track and strengthen donor relationships; input call reports in a timely manner
- Provide team support at special events
- Develop and track proposals and submit mid-term and final reports in a timely manner
- Work with Director of Philanthropy to identify, cultivate, solicit and steward key donors and prospects
- Stay abreast of emerging trends in philanthropy
- Write high quality grant proposals and reports including presentations and donor correspondence
- Work with team on any other duties/activities as assigned

## **Ideal Candidate**

- A deep, abiding passion for the mission and goals of the Education Foundation
- Belief and support in a donor-centered philanthropic culture
- Develop effective grant proposals and grant reports
- Writes clearly and informatively, varies writing style to meet needs. Presents numerical data effectively.
- Strong research skills and multi-tasking. Provides attention to details.
- Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.
- Prioritizes and plans work activities, uses time efficiently. Plans for additional resources.
- Self-driven, pro-active, ability to work effectively and independently.
- Adapts to change in the work environment, manages competing demands.
- Seeks increased responsibility and displays original thinking.
- Ability to increase giving results via a moves management system
- High emotional intelligence and ethical standards
- A high degree of self-motivation, ingenuity, and creativity
- Open minded, adaptable and collaborative
- Ability to maintain positive and authentic relationships and work with an assigned portfolio
- Comfort and confidence in asking for and closing gifts
- Enjoy working in a fast-paced, dynamic and quickly changing environment
- Highly organized with attention to detail
- Excellent at follow-through and donor customer service
- Commitment to diligently documenting contact information, prospect research, and interaction reports
- Excellent verbal and written communication skills
- Proficient in donor management software, Microsoft Word, Excel and PowerPoint
- Willingness to be mentored

## **Qualifications**

- Minimum qualifications include a bachelor's degree, 2 years of development or related work experience, and demonstrated success in communications or fundraising. Grant writing and grant management experience preferred.

Submit letter of interest and resume to Jennifer Wilson at [careersefsc@edfoundationsrq.org](mailto:careersefsc@edfoundationsrq.org).

No phone calls, please.

This position will be posted August 23 and we will actively accept applications until the position is filled.