



## **Fund Development Director Job Description**

EduCare Foundation is an educational non-profit organization, founded in 1990, whose mission is “to inspire and empower young people to become responsible citizens, compassionate leaders, and to live their dreams”. EduCare provides high quality, heart-centered after school enrichment and youth development programs, parent workshops, and professional development seminars in low economic communities.

### **Job Description:**

- The Fund Development Director will be responsible for developing and expanding fundraising strategies for philanthropic support. He / she will manage the Fund Development/ Communication Department and report directly to the President. He/she will be responsible for achieving EduCare’s fundraising goals to diversify and increase funding through building relationships with individual donors, foundations, and corporate funders, as well as develop strategic marketing and communications plans in collaboration with EduCare’s Communications Manager.

This position is an exciting opportunity for an ambitious, self-starter who is passionate about education, young people, and youth development. We are looking for someone who has a proven track record meeting non-profit financial goals, and who wants to be part of a team dedicated to making a difference in the lives of youth and those who care and serve them.

### **Responsibilities:**

- Develop and implement an ongoing comprehensive, strategic fundraising plan with specific, measurable goals that will enable EduCare to diversify and increase unrestricted funding.
- Identify, solicit, and steward individual and corporate donors.
- Manage EduCare’s Fund Development/Communications team.
- Participate in EduCare’s Grants Committee and work closely with our grant writer in pursuing grant goals.
- Develop performance measures, monitor results, create reports, and assist President in evaluating effectiveness of organization’s fund development program.
- Represent EduCare internally and externally, advancing our mission and visibility.

**Qualifications:**

- Bachelor's degree required. Master's or Nonprofit Management degree preferred
- A minimum of 3-5 years fundraising experience
- Demonstrated track record of meeting financial fundraising goals
- Experience and skill with online and social media fundraising
- Experience in educational or youth-related non-profits
- Proven ability to create and implement effective strategies for donor appeals, outreach, and fundraising campaigns

**Desired Qualities:**

- Outstanding managerial and organizational skills
- Outstanding relationship and social skills (a real "people" person)
- Outstanding team player