

Job Description – Development Director

The Opportunity

Reporting to and in partnership with the Executive Director (ED), the Development Director (Director) will spearhead development efforts as Preschool Advantage continues to grow. A new position in the organization, the Director will have the opportunity to build the development function.

About Preschool Advantage

Our vision is that all children have access to high quality early education. At Preschool Advantage, we identify, qualify and bring together local preschools and deserving families to provide their children with early educational development opportunities. Our lean organizational infrastructure is supported by minimal overhead costs. Over 20 years, we have the knowledge of the local early education environment. We have developed tools to measure the effectiveness of our program on the students and schools we work with, ensuring our impact is tangible and concrete. We also provide our families with outside resources to ensure the child gets the most from the preschool experience. Together with our donors, supporters and community partners, we are providing opportunities for a lifetime of learning that creates a better world for our students, their families, and the community.

Qualities and Qualifications

Successful candidates will have solid experience in a fundraising position, with a firm understanding of the fundraising landscape of Morris and Somerset counties of New Jersey. S/he will have demonstrated leadership abilities, strong consensus building skills, fundraising management and strategic planning experience, and a proven track record in developing, administering, and achieving the goals of an ongoing annual fundraising program. Other qualities include:

- Possess well-honed listening skills.
- Be an excellent communicator with strong verbal, written and interpersonal skills.
- Be an effective representative of the organization in the community
- Have at least five years of experience in fund raising position(s)

Responsibilities

- Develop and execute Preschool Advantage's annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Manage the donor database and oversee staff responsible for data entry and gift processing

- Develop and maintain ongoing relationships with major donors
- Create and execute a strategy for a large sustained base of annual individual donors
- Oversee planning of special events
- Develop and track proposals and reports for all foundation and corporate fundraising
- Leverage the Development Committee in achieving goals, providing support as necessary to the members
- Leverage extensive volunteer network in achieving goals

Please submit resume and salary requirements to director@preschooladvantage.org