

Development Director

Thomas B. Fordham Institute

<http://www.edexcellence.net/>

Do you have development experience and seek an opportunity to lead a dynamic organization's fundraising efforts? Are you interested in education reform? Are you goal-driven, cheerful, bright, hard-working, enterprising, flexible, ambitious and glad to keep pace with a lively and sometimes demanding work environment? If so, we might be made for one another.

We are the Thomas B. Fordham Institute, a nonprofit think-tank that supports research, publications, and action projects of national significance in K-12 education reform, nationally and in Ohio. We seek a Development Director (to be based in Washington, D.C.) to lead the development and implementation of a creative fund-raising strategy and productive operation.

We seek an individual who can help us reach our fundraising goals for 2010 and 2011 while developing and executing a strategy to grow our revenues over time, ultimately doubling them by 2014. (We have an endowment that supports half our budget and provides a stable base, but to increase our impact we need to bolster our fundraising.)

The right occupant of this position will also institute good organizational practices that maintain relationships with extant funders and attract new supporters. This individual will report to the Vice President/Treasurer and work closely with Fordham's president and policy and finance teams.

Specific duties and responsibilities will include:

- Leading the development and implementation of a fundraising strategy to ensure that we:
 - set challenging short-, medium-, and long-term fundraising goals
 - meet our budgetary and programmatic needs
 - strengthen relationships with current funders
 - cultivate relationships with prospective funders
- Leading the preparation of:
 - grant proposals and other submissions to prospective funders
 - grant reports and correspondence/communications with current funders
 - organizational marketing materials, "annual reports," lists of upcoming projects, and other documents necessary to effectively solicit funds
- Developing and maintaining a solid database of past, current, and prospective funders
- Prepping Fordham's leadership to maintain and initiate relationships with funders
- Preparing regular status reports to ensure that we are on track to meet our goals
- Leading internal meetings about fundraising strategies and tactics
- Representing Fordham with some current and prospective funders and other outside audiences

These qualifications are required:

- At least 2-4 years fundraising experience, with demonstrated accomplishments, preferably including extensive work with private foundations
- College degree
- Computer skills in Word and Excel (fundraising databases a plus)
- Excellent written and oral communication skills
- Genuine interest in education reform and public policy
- Demonstrated capacity to work hard, learn, and work closely and comfortably in a small organization with a flexible structure and team attitude
- Desirable: Designation as a Certified Fund Raising Executive (CFRE)

Additional Information:

Office location: Downtown D.C. (Farragut Square)

Salary: Very competitive, depending on experience; year-end bonus for stellar performance

Benefits: Outstanding. Full health and dental, 3 weeks paid vacation, generous retirement plan, and metro/parking reimbursement.

Contact Information

To apply: send a resume, a list of three+ references, and a cover letter explaining your philosophical interest in the organization and your salary requirements to claire@talentmarket.org.

For more information on Fordham, visit <http://www.edexcellence.net/>.

Deadline: Candidates will be interviewed on a rolling basis until one is selected, so please apply as soon as possible. Candidates should be available to start no later than April 1, 2010.

Fordham is an equal opportunity employer.