

Pinellas Education Foundation

Job Description

VICE PRESIDENT OF ADVANCEMENT

Department:

Advancement

Reports to:

President

Description:

The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 31 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

The Vice President of Advancement at the Pinellas Education Foundation demonstrates and reflects an understanding of and commitment to the mission and core values of the Foundation. She/he is responsible for designing and implementing comprehensive advancement programs and recruiting and developing talented team members focused toward the ultimate goal of significantly increasing constituent involvement and fundraising outcomes. The advancement function includes responsibility for annual fund, corporate and foundation relations, major gifts and gift planning, endowment and campaign initiatives, stewardship and advancement services.

The Vice President of Advancement serves on the senior administrative team of the Foundation and manages a three-member team.

Responsibilities include but not limited to:

Leadership & Management:

- Advance the mission, vision, and goals of the Foundation in concert with the President and as a member of the senior leadership team.

- Serve as an exemplary public school and Foundation advocate with business and corporate partners; build relationships that closely link the community to the Foundation.
- Perform as a member of the President's Senior Team and provide thoughtful, supportive, strategic and innovative leadership with other administrative colleagues.
- Hire, train, inspire, supervise, coach and guide direct reports and the entire advancement team, including volunteers, toward accountable, goal-oriented outcomes.
- Lead the advancement team in the development of annual plans and budgets for annual fund, major gifts, gift planning, corporate and foundation relations, stewardship and advancement services.
- Maintain and develop policies and procedures for effective, ethical operation of the Advancement Office

Development

- Support the President in all phases of her advancement and fundraising activities.
- Develop and maintain close working relationships with members of the Board and all key leadership volunteers and support the President in inspiring increased engagement from all key volunteer constituencies.
- Maintain cooperative working relationships with district leaders and staff whose cooperation is essential to effective outreach and fundraising.
- Maintain a dynamic portfolio of high net worth individuals and secure major, capital, and planned gifts, as well as advanced annual gifts and endowment support. Improve, integrate and execute best practice moves management and prospect strategy functions.
- Build a comprehensive strategy for increasing support from individuals, corporations and foundations.
- In partnership with Foundation's Communications Department, devise and implement effective internal and external messaging and methods of advancement communication.
- Formulate and administer the annual budget for the Advancement Office.
- Utilize the Raiser's Edge database to track all activities with donors and organizations.
- When needed, represent the Foundation in the community, along with the President, as a principal Foundation spokesperson.
- All other duties as assigned by the President.

Skills/Attributes:

The successful candidate will display a record of leadership and

accomplishment in advancement with a proven track record of fundraising success, especially with planning and execution of major gifts. Strong organizational, supervisory, team building, and leadership skills are essential. The successful candidate will demonstrate commitment to the mission, vision and values of the Foundation. He or she will document successful solicitation of numerous major and principal gifts, and present a history of building an advancement program and fundraising performance. Exemplary interpersonal skills and writing skills are essential, as is the ability to affect favorably sophisticated donors, volunteers and academic leaders. Competence in standard MS Office programs and Raiser's Edge essential.

**Experience
Required:**

A bachelor's degree is required. A minimum of ten years of experience as a senior level advancement professional is a requisite, including successful experience developing integrated fundraising programs, strategic planning and volunteer engagement initiatives. Experience working in a public education institution, while not required, will be valued.

**Physical
Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

**Work
Environment:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Interested applicants may fax (727-588-4822) or email (sharon.sarp@pinellaseducation.org) cover letter, resume and salary expectations. Please include the words, "VP of Advancement" in the subject line. No phone calls will be accepted.