



Chief Development Officer
Washington, D.C.
Level I
Exempt

ABOUT THE ORGANIZATION AND THE OPPORTUNITY

The Education Trust (EdTrust) seeks a Chief Development Officer to lead the vision and direction of the organization's Development function. The Chief Development Officer will lead and join a team committed to fulfilling our mission of closing opportunity gaps that disproportionately affect students of color and students from low-income backgrounds.

The Chief Development Officer (CDO) builds deep support for, and engagement with, EdTrust's mission and work among a broad community of philanthropic supporters by designing and directing development strategy and activities. The CDO works collaboratively with EdTrust's President & CEO, the Board of Directors, and the senior leadership team, as well as managing a team of four fundraising professionals to meet annual revenue targets (\$30M+) and build long-term sustainability for the organization. To this end, the CDO oversees and guides all fundraising activities, including prospecting, solicitation, and stewardship, in partnership with organization leaders in the National and State offices.

EdTrust is committed to advancing policies and practices to dismantle the racial and economic barriers embedded in the U.S. education system. Through our research and advocacy, EdTrust improves equity in education from preschool through college, engages diverse communities dedicated to equity and justice, and increases political and public will to build an education system where all students will thrive.

Available immediately, this role is based in our Washington, DC office and is eligible for telework for up to three days a week per our current policy. Some travel in this role is expected. The Chief Development Officer reports to the CEO and supervises a small team.

ABOUT THE CHIEF DEVELOPMENT OFFICER ROLE

The responsibilities and objectives for this role include, but are not limited to, the following:

- Set the long-term vision and direction for fundraising across EdTrust offices and ensure that vision is reflected in short and long-term goals that drive the long-term sustainability of the organization's fundraising agenda, diversify funding streams, and prioritize key initiatives that support the strategic direction of the organization

- Develop strategy for and maintain diverse and committed funding support, including donor engagement and stewardship; grant writing and reporting; campaigns; major gifts; pipeline development and prospecting; and cultivating our Board of Directors as partners in fundraising
- Represent the organization in funder meetings, events, and conferences to elevate the profile of EdTrust's work within the funder community and compellingly translate EdTrust's work and mission to attract new funding sources
- Advise the senior leadership team, leaders of EdTrust's state offices, and the Board of Directors' fundraising committee on effective development strategies based on current trends in the philanthropic market, development best practices, and organizational priorities
- Serve as a member of the Senior Leadership Team and thought partner to the CEO, playing a leadership role in developing and implementing the organizational strategic priorities and aligned fundraising strategy, budget, staff development, and other essential policies and practices
- Lead a dynamic and healthy Development division, including reviewing and approving all external facing documents, developing and overseeing the division's budget, and ensuring a culture of identifying and retaining diverse talent, coaching and developing employees, and managing and assessing performance
- Foster effective planning, coordination, and communication with content leads, the Finance department, and with EdTrust state offices and teams to build compelling proposals and fundraising deliverables
- Approve and oversee metrics for tracking short and long-term development goals and progress, as well as leveraging our data and analytics to drive strategic decision making and forecast fundraising revenue
- Ensure all fundraising practices comply with legal, ethical, and grantmaking standards, and proactively reputational and financial risks.

IDEAL SKILLS AND CHARACTERISTICS

- Shared belief in EdTrust's mission and a commitment to improving educational equity with a focus on racial equity
- Dedication in contributing to and maintaining an equitable working environment
- Excellent project leadership skills, with the ability to foster accountability systems that ensure all development deliverables are on-time and of high-quality
- Exceptional written and verbal communication skills, including public speaking and presentation skills, which convey compelling messages to prospective donors and partners
- Strong relationship-building and collaboration skills with internal and external stakeholders, including the ability to manage up, down, and horizontally to achieve goals
- Creative thinking and problem-solving, with the ability to connect an organization's funding priorities with donor interests
- High emotional intelligence and professional maturity
- Willingness to provide constructive feedback to others; as well as to receive and act upon feedback from others
- Decisiveness and ability to prioritize
- Familiarity with or knowledge of prominent education policy and advocacy issues, particularly related to issues of education equity

QUALIFICATIONS AND EXPERIENCE

The ideal candidate will possess the following qualifications and experience:

- At least a bachelor's degree
- A track-record of fundraising leadership in a related sector (e.g., education, civil rights) and in a similarly sized organization with demonstrable ability to secure 6 and 7-figure gifts
- Significant knowledge of education philanthropy, particularly private foundations and individual donors, with experience leading a diverse set of funding models and strategies
- Experience leading a team and managing people
- Experience modeling and promoting equity-centered fundraising practices and ensuring fund development efforts uplift the voices and needs of historically marginalized communities

COMPENSATION

This position falls in Level I of our salary structure. The anticipated new hire salary range for this position is \$200,000 - \$225,000. New hire offers are commensurate with skills, experience and internal equity.

The Education Trust prioritizes the health and well-being of its employees and, to that end, offers a highly competitive benefits package. Medical, dental and vision insurance are covered at 100% for the employee, with significant coverage also offered for spouses, domestic partners, and dependents. We provide sick leave, vacation leave, and personal leave, and we follow the federal government for most holiday closures. To ensure staff have synchronous opportunities for rest and renewal, the office is closed for a week-long summer break and a week-long winter break. Among other offerings, we provide an Employee Assistance Program at no cost to the employee, and a generous 7% contribution opportunity on a 403(b)-retirement plan.

VACCINATION FOR COVID-19

At The Education Trust, the health and safety of our employees is of the utmost importance. As such, all Education Trust employees are required to be fully vaccinated and remain up to date on their vaccinations for COVID-19. New hires should be fully vaccinated and up to date on their COVID-19 vaccinations prior to their first day of work. Requests for accommodations due to medical or religious reasons will be reviewed by Human Resources.

QUALIFIED CANDIDATES, PLEASE APPLY

The Education Trust is an equal opportunity employer and welcomes candidates from diverse backgrounds.

To apply: Please provide an updated resume and cover letter expressing your interest in and qualifications for the position.

Confidential inquiries, nominations, and applications can be submitted electronically to:

Keight Tucker Kennedy, Partner

Mia Carpiello, Senior Associate

Isaacson, Miller

<https://www.imsearch.com/open-searches/education-trust/chief-development-officer>