



## **Assistant Director of Development and Communications**

### **OUR MISSION**

The Public Education Foundation's mission is to support the transformation of public education so that every student is prepared for success.

### **POSITION SUMMARY**

The Public Education Foundation is currently seeking an Assistant Director of Development and Communications to work as member of the development team. Reporting to the Vice President of Development, the Assistant Director of Development and Communications will assist with all aspects of development administration and communications, especially database management, donor cultivation, grant writing, marketing campaigns, and event planning. This position involves generating revenue and increasing community awareness through the implementation of fundraising and communication strategies.

### **ESSENTIAL FUNCTIONS:**

- Update and maintain donor database system
- Design and develop donor communications materials including monthly newsletter, donor publications, campaign materials and stewardship reports.
- Provide support to our annual fundraising program
- Engage the community by attending events to promote and to represent the PEF.
- Process donations, generate and track tax-receipts and acknowledgement letters
- Collect and analyze donor and prospect data to detect trends and improve strategies
- Manage development interns and provide leadership to departmental communications staff
- Assist in the planning of fundraising events, donor receptions, and tours
- Research and identify continued development of funding opportunities, potential donors, foundations, and sources
- Cultivate and maintain positive relationship with other organizations, community supporters, board members, and donors
- Monitor and updates the Foundation's website
- Assist with grant-writing and reporting
- Lead in cross-functional work teams as needed

### **EDUCATION REQUIREMENTS**

Bachelor's Degree in communications, public relations, or related field required

Minimum of 2 years of professional experience in development and/or relevant experience

## **QUALIFICATIONS AND SKILLS**

Excellent, high quality written and verbal communication skills

Excellent problem-solving skills

Strong attention to detail and highly organized

Proficiency with Raiser's Edge or other CRM database system.

Proficiency in Microsoft Word, Excel and PowerPoint

Commitment to public education

**Interested applicants should submit a resume and cover letter**

**Applications should be sent to:**

**Julie Goss**

**Public Education Foundation**

**100 East 10th Street, Suite 500**

**Chattanooga, TN 37402 or**

**[jgoss@pefchattanooga.org](mailto:jgoss@pefchattanooga.org)**