

Director of Development and Alumni Engagement

Upper Arlington Education Foundation (UA+Ed) & Alumni Association (UAAA)

Position Summary:

The Upper Arlington Education Foundation is a 501(c)(3) non-profit organization that provides access to meaningful opportunities for students that are beyond the budget of the Upper Arlington School District. The Upper Arlington Alumni Association is an important part of the foundation and keeps graduates connected, engaged, and motivated to pay it forward.

UA+Ed is eager to welcome a development professional to grow our team and increase our capacity to further our mission. This is a full-time salaried position with continued opportunity for career development. The ideal candidate will be focused on building relationships, sharing gratitude, and preparing our Board of Trustees to be ambassadors of our mission. This individual will enjoy flexible hours and a hybrid schedule. The position will require occasional evening, weekend, and holiday working hours.

Responsibilities:

- Work closely with the Executive Director to develop, lead and manage a fundraising plan.
 - Identify, develop, and steward current donor relationships.
 - Partner with UA+Ed leadership to engage and solicit potential donors who share our mission and vision.
 - Develop fundraising goals and KPIs in partnership with UA+Ed leadership.
 - Oversee and organize events to connect, inform, and engage with our community members, donors, and alumni.
 - Work collaboratively with the team to manage, facilitate, and continually reimagine the Golden Bear Bash, our annual FUNdraiser.
 - Responsible for donor, volunteer, and alumni eTapestry data system management and analysis.
- Lead the Development & Engagement Committee
- Mentor members of the board to be confident and engaged storytellers, ambassadors, and fundraisers.
 - Manage and implement development initiatives of the committee.
- Lead the Upper Arlington Alumni Council
- Manage events and communication strategies to keep graduates connected, engaged, and eager to give back.
- Serve as a respected leader of the UA+Ed and UAAA within and beyond the Upper Arlington school community.

Qualifications:

- Bachelor's Degree required
- Experience in development required, five years preferred
- Knowledge of a fundraising CRM database (i.e. eTapestry)
- Strong organizational, managerial, and communication skills
- Experience in an education and/or foundation setting preferred
- CFRE or similar certification preferred

Salary Range: \$60,000 - \$75,000

Benefits: Stipend for health insurance, Individual Retirement Account - w/3% match

APPLICATION PROCEDURE

Interested applicants should submit a cover letter, resume, and supporting documents to:

UAED@teamclp.com

Attn: Michelle Montgomery, Circle Line Partners