

## Position Announcement & Description

### Director of Donor Engagement

*Applications will be accepted until the position is filled.  
The first round of review will occur on or before July 16.  
Interested candidates should submit their cover letter and  
resume in a combined PDF file to [careers@redefinEDatlanta.org](mailto:careers@redefinEDatlanta.org).*



#### **OVERVIEW OF CAUSE & MISSION:**

Atlanta is the cradle of the civil rights movement and the economic engine of the Southeast. Yet, for generations, students from disinvested neighborhoods, particularly Black and Latinx students, have been denied access to a public education that is of equally high quality as that available to the city's children in more affluent neighborhoods. Conditions for meaningful, positive change in Atlanta do exist, though, and perhaps more so than in any other city in the South. Atlanta has a new Superintendent who has indicated a strong focus on equity, a relatively high per-pupil expenditure rate, and an abundance of human capital. [redefinED atlanta](#) is working to harness these conditions fully and more collaboratively to deliver educational excellence and equity to all students, prioritizing those left behind in the current opportunity gap.

Our vision is for Atlanta to be a place where every student in every community receives a great K-12 public education. We'll accomplish this by engaging communities, advocating for equity, and funding critical work to drive systemic level improvement in K-12 public education for students and families. redefinED atlanta is an intermediary organization-- we raise funds, make grants, provide capacity building support, convene partners, and advocate for policy change.

We are eager to extend our support to families and communities who are actively organizing and advocating for their children, and cultivate philanthropic, civic and business leaders who will raise their voices and leverage financial resources in order to increase access to great public schools in Atlanta. We have five years of learnings and insights to guide us-- now we need you to help us take this work to the next level.

#### **OPPORTUNITY & ORGANIZATIONAL FIT:**

The Director of Donor Engagement (DoD) position is an exciting opportunity to join a mission-driven, committed, and high-functioning team, and join a community of dedicated stakeholders acting with urgency and humanity to realize equity and excellence in education.

- We are a small, horizontal, and entrepreneurial team whose energy and creativity is elevated when we work shoulder to shoulder together. We also enjoy a diverse, aligned, and deeply engaged board whose support and influence make our work better and easier. [View our current team here >>](#)

- We are looking for the right person to complement and challenge our team, not just someone to fill a seat or check the boxes of a development director. You will have opportunities to shape your vision for this role and what it can be. Desire a different, more unique title? New to fundraising but enjoy building relationships and mapping out partnerships to drive growth? Let's talk!

### **JOB SUMMARY:**

The DoD will report to the Vice President of Development and strategically design and drive the major giving program for redefinED atlanta. The focus of your first year will be working with our executive director, vice president of development, and board of directors to build a balanced major gift portfolio that aligns our organization's needs with the passions and financial capacity of donors, matches staff and board to donors for relationship management, and ensures a plan for securing commitments and stewarding donors.

The salary range for this position is \$75,000-\$90,000 and includes full benefits and a flexible work environment. Our office is located in the Glenwood Park neighborhood of east Atlanta.

### **SKILLS, ABILITIES, & COMPETENCIES WE'RE LOOKING FOR ON OUR TEAM:**

- Someone self-motivated and excited by planning and project management who can also help us dream big
- A willing and ready teammate who is self-assured and able to recommend changes that enhance innovation and improve progress toward goals
- Comfort in partnering with our board to leverage their existing networks in advancement of redefinED atlanta's mission
- Experience handling a diverse workload, including leaning into the concept of "other duties as assigned" to support our team
- Ability to operate with less-than-perfect information and sometimes limited resources to design and drive relationship building and fundraising plans
- Personal experience in or connections to K-12 public education in metro Atlanta (preferred but not required)

### **CORE RESPONSIBILITIES CRITICAL TO ROLE:**

- Design and regularly revise, implement, and execute against a strategic major gifts-based individual giving plan
- Design and execute highly customized stewardship and renewal plans to grow the engagement and investment of existing donors
- Work with staff and board members alike to co-manage relationships, "manage up" to assign meetings and action steps, and prepare agendas, materials, and research to support donor meetings and solicitations

- Maintain and update donor and stakeholder databases including tracking meetings, interactions, and updating contact information and donor preferences
- Oversee boutique style donor experience events and interactions to steward and cultivate donors and other high-touch stakeholders

**COMMITMENT TO RACIAL EQUITY AND INCLUSION:**

We do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff and contractors, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

Furthermore, as an organization, redefinED atlanta commits to:

- Attracting and retaining staff with diverse identities, backgrounds, and lived experience in public schools and the public school system
- Further diversifying our board to include deeper lived experience and perspective from public school parents and under-resourced communities
- Creating an inclusive working culture that celebrates difference, promotes universal belonging, and fosters ongoing learning and personal growth