



Director of Development & Strategic Initiatives

Location: Colorado Springs, CO

Reports to: The Chief Executive Officer

Who We Are

Peak Education disrupts the status quo by closing opportunity gaps in our community. We believe that every student deserves to reach for their full potential and that all willing learners are capable of doing so. We do this by offering programs to our students such as monthly classroom meetings, college counseling, and two mentorship programs to empower students to take charge of their future. These programs facilitate engagement, commitment, community involvement, and leadership development for students who demonstrate the capacity to succeed in their own educational journey.

Job Description

We are looking for a passionate and growth-oriented Director of Development and Strategic Initiatives to join the Peak Education team and guide our fundraising to the next level. The Director of Development and Strategic Initiatives will work closely with the CEO and other Peak Education staff to shape and implement an effective and purposeful fundraising strategy, focusing on growing our individual donor and corporate sponsor relationships. They will also collaborate with the CEO and Grant writer to build relationships with foundations and will be involved in supporting and developing the Peak Education external communications plan. The Director of Development and Strategic Initiatives, drawing on excellent interpersonal skills and a deep commitment to our mission, will build strong relationships with our Board members, staff, and current and prospective donors.

Essential Functions and Responsibilities

- In collaboration with the CEO and other staff, develop a comprehensive resource development plan including specific long and short-range goals and outcomes; implement the plan to meet the goals and monitor progress.
- Designs, implements and administers donor acquisition programs for multiple sources, such as individuals, corporations, foundations and government sources to include special events, annual and capital campaigns and specific program fundraising.
- Serve as a thought partner and strategist with Peak Education's leadership and play a key role in shaping our growth trajectory.
- Articulate and present progress toward goals and objectives to the CEO, Board and staff members.
- Lead prospect research activities, identifying opportunities for Peak Education to build its presence and donor relationships.

- Conduct donation solicitation activities with individual donors.
- Designs, implements and maintains legacy and major gift societies.
- Develop and implement gift processing procedures.
- Lead and/or participate in the development of a communication plan to external stakeholders, financial contributors, and strategic partners.
- Lead and/or participate in producing written materials (e.g., individual donor communications, foundation grant proposals, reports, etc.).
- Design and implement stewardship and donor recognition activities.
- Equip Peak Education staff and Board members with the tools they need to participate in ongoing donor identification, cultivation, solicitation, and stewardship.
- Provide assistance with webpage development and maintenance of the Peak Education social enterprise initiative.
- Provide support with maintaining data of prospective and current social enterprise clients.
- Provide support with the hiring and onboarding process of social enterprise contract staff, as well as act as Peak Education event support.
- Supervises part-time marketing and communications coordinator.

Required Qualifications

- 5+ years of professional experience, including non-profit fundraising and development roles
- Demonstrated successful experience in resource development and fundraising and/or sales or marketing
- Bachelor's degree or equivalent in Business, Business Administration, Human Services or related field
- Knowledge of principles and processes involved in business and organizational planning, coordination, communications, and execution
- Knowledge of media productions, communication, and dissemination techniques and methods
- Effective interpersonal skills and demonstrated ability to work with minimal supervision
- Excellent written and verbal communication skills
- Demonstrated commitment to Diversity, Equity and Inclusion that facilitates purposeful fundraising
- Strong leadership ability, positive attitude, and sound judgment
- Ability to network and build relationships with individuals, agencies, corporations and other stakeholders
- Working knowledge of Microsoft suite of products and database management
- Knowledge or ability to develop relationships with local philanthropic and business community
- Strong organizational and analytical skills and ability
- Ability to intermittently work nights and weekends as needed

Preferred Knowledge, Skills and Abilities

- An interest in promoting college access and educational equity
- Experience in K-12 setting
- High comfort level and previous experience with soliciting donation requests from individuals
- Entrepreneurial spirit
- Experience with Salesforce or other customer relations management software

Compensation & Benefits

- The expected pay range for this role is \$65,000 - \$75,000 annually, plus bonus opportunity
- Two health insurance options, including a choice between a high deductible plan with an employer-matched Health Savings Account and a traditional plan
- Dental insurance
- Life Insurance
- 403(b) with up to 5% employer match (of employee contribution)
- 9 paid holidays each year
- 20 days of vacation each year

Application Process

- Peak Education is being assisted with this process by Lumina HR. To apply, please submit your resume and a cover letter outlining your qualifications and interest in the position to Shannon.syzek@luminahr.com
- If you have additional questions about the position or would like to learn more about Peak Education, please reach out to Shannon Syzek at shannon.syzek@luminahr.com or Carlos Jimenez at carlos@peakedu.org. All inquiries will be treated with confidentiality.

At Peak Education we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates.