



Job Title:	Director of Development and Partnerships		
Area/Unit:	Executive Office		
Reports To:	Kimberly Jones, President	Date:	May 2026
Job Summary:	The Director of Development and Partnerships will lead COE’s strategic fundraising and partner engagement efforts. Working closely with the President and other senior leaders at COE, this role is responsible for developing and driving strategies that strengthen donor relationships, expand revenue, and align philanthropic support with organizational priorities. The Director will manage a portfolio of partners and donors, oversee the full lifecycle of engagement from cultivation through stewardship, and ensure timely and high-quality proposals and reporting process (including data hygiene). This is a hands-on role that requires both strategic leadership and day-to-day execution.		
Job Description			
ESSENTIAL DUTIES AND RESPONSIBILITIES:			
Partner Relations & Development			
<ul style="list-style-type: none"> • Lead and execute COE’s fundraising and partner engagement strategy, with accountability for revenue growth and donor retention. • Partner with the President and senior leadership to shape and drive solicitation strategies and year-round engagement plans. • Manage a portfolio of donors and partners, including identification, cultivation, solicitation, and stewardship. • Identify and align donor interests with COE priorities, developing opportunities that advance organizational goals. • Develop and produce proposals, reports, and donor communications to support funding and engagement. • Ensure timely and accurate submission of grant applications and reports. • Oversee donor data integrity and systems to support effective relationship management and decision-making. • Own and drive progress toward annual fundraising goals, including tracking performance and adjusting strategies as needed. This includes preparing data about goal achievement for the President. • Promote an atmosphere of excellent customer service. • Maintain agency forms as required. • Maintain ongoing communications with donors. • Develop marketing collateral related to fundraising in collaboration with our marketing department. • Provide cross-departmental and/or cross-functional support and services as needed or requested to ensure organizational needs are met; participates in related cross-training to ensure consistency and continuity of services and tasks. • Participate in staff meetings and other team meetings as required by supervisor. 			

- Contribute to the overall success of the Council for Opportunity in Education by working on special projects and performing all other duties and responsibilities as assigned.

Other Duties as Required

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited university in Business Administration, Marketing or related field.
- Three (3) years of progressive development and fundraising experience.
- Experience with successful donor identification, cultivation, solicitation, and stewardship.

PREFERRED QUALIFICATIONS:

- Three (3) years of progressive development and fundraising experience in a **nonprofit** setting to include prospect research, donor management, and grant writing.

KNOWLEDGE OF:

How to execute donor acknowledgment and cultivation process; effectively managing internal and external partnerships; Federally funded TRIO programs; Council activities; effective fundraising; computer database software, spreadsheets, and word processing and the ability to understand integrated computer systems (Microsoft 360, Asana, iMIS, or similar).

SKILL IN:

Creative and strategic thinking; raising funds to increase COE revenue streams; working as a self-starter; customer service; organizational and project management; managing donor data; developing and managing internal and external relationships to achieve development goals and objectives; and communicating effectively.

ABILITY TO:

Adapt to the needs of the organization and employees; achieve COE fundraising goals; develop, maintain, and strengthen partnerships with others inside and outside the organization who may be able to provide information, assistance and support; communicate effectively both orally and in written form; work well under pressure, set priorities, and meet deadlines; manage confidential and sensitive information; and demonstrate a high degree of competency in using computer applications and ability to learn new applications as needed (e.g., Microsoft 365 and other donor relations software).

WORKING CONDITIONS:

Position is based in Washington, D.C. Office setting with some remote work. Repetitive use of keyboard. Requires travel and attendance at evening and/or weekend activities, meetings, events, seminars, and workshops. Occasionally required to lift and carry boxes of materials and equipment weighing twenty-five to fifty pounds.

OTHER REQUIREMENTS:

Demonstrated willingness and experience working collaboratively with various constituents and/or co-workers from a wide range of abilities, backgrounds, and experiences.

Compensation

Salary Range: \$115,000 - \$140,000 annually (commensurate with experience)

Comprehensive benefits package that includes:

- Health Insurance (including dental)
- Term Life and Accidental Death and Dismemberment Insurance
- Long and Short Term Disability Insurance
- Employer Contributions toward COE-sponsored retirement account
- Option to contribute toward an Employee COE-sponsored retirement account
- Option to contribute toward an Employee COE-sponsored flexible spending account
- Paid leave for all federal holidays, the day after Thanksgiving, and December 26 through January 1 for COE's Winter Break.

To apply, click [here](#) or visit: <https://form.asana.com/?k=hiKdEcjVPicJeGjRGiAN-A&d=755215894757064>

No phone calls please.

The Council considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, disability, marital, political or veteran status, sexual orientation or any other legally protected status.

Note: This job description is not designed to cover or contain an exhaustive list of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned during the course of one's employment with COE.

Last updated: 05/11/26