



## **JOB POSTING: DIRECTOR OF LEADERSHIP GIVING (Full-time position)**

**Organizational Summary:** Quality educational experiences are essential to preparing students for the future, yet systemic barriers create pronounced disparities in educational opportunities and outcomes. The Emily Krzyzewski Center, a nonprofit organization in Durham, North Carolina, implements four distinct programs designed to build on the academic, career, and leadership potential of students who are traditionally underrepresented in higher education. Collectively, our programs serve students from elementary school through college and equip them with the skills necessary to successfully complete higher education, connect to promising careers, and become agents of change within their communities. We amplify our efforts through partnerships with our local school district, community-based organizations, and universities.

**Job Goal:** Reporting to the Chief Advancement Officer, the Director of Leadership Giving will serve a key role in leading the Emily K Center in its achievement of ambitious revenue targets through the cultivation and solicitation of leadership and major gifts. The Director will join a high-performing team of passionate colleagues dedicated to driving meaningful impact within the Center.

### **Experience, Training, and Qualifications:**

**Required:** Bachelor's degree. 3+ years of professional experience fundraising for major and/or leadership annual fund gifts. Proven track record of achieving ambitious revenue targets and metrics in a competitive environment. Demonstrated commitment to nonprofit work, and/or diverse student populations, including those who face the most pronounced systemic barriers to educational opportunity. Ability to thrive in a fast-paced office environment, working both collaboratively and independently, and maintaining a results-oriented focus. Excellent communication and relationship-building competencies, including ease and skill in conveying a nonprofit's mission to a broad constituency base. Proficiency in using a donor database. Ability to travel locally and nationally on an as-needed basis.

**Helpful or preferred:** Candidates of color are encouraged to apply. Knowledge of the Triangle area. Experience with planned giving.

### **Primary Responsibility Areas:**

**Major Gifts:** Work with the Chief Advancement Officer in developing and implementing a plan for major gift fundraising. Identify, cultivate, and solicit gifts from new and existing prospects from \$25,000 to \$100,000+. Maintain a portfolio of local and national prospects and use the moves management system to track and strategically motivate donors to support the Center. Plan and follow-through on identification and qualification calls and meetings for new prospects to grow the donor base of the Center. Prepare and involve executive leadership in calls and meetings as appropriate.

**Leadership Annual Fund Gifts:** Collaborate with the Associate Director of Development on the Center's annual fund and event fundraising program to cultivate and solicit gifts of \$1000 and up from new and existing prospects, raise the sights of current donors, and identify and cultivate annual fund donors who may be major gift prospects.



**Volunteer Engagement:** Collaborate across the Center to support and engage volunteers through committees, events, programs, and individual opportunities to further involvement in the Center's mission and develop connections with donors, corporate sponsors, and ambassadors.

**Team:** Champion teamwork, record/data maintenance, and collaborative success across development, communications, and the organization. Contribute enthusiastically to events, projects, ideas, and actions that further the success of the team and the Center.

**Terms of Employment:** This is a full-time, salaried position with health and retirement benefits. Remote flexibility is 25% of time, negotiable for highly experienced candidates or once established in the role. Local and national travel required as needed. In-office hours to be set with candidate, largely falling between 8:00 a.m. and 6:00 p.m. Monday-Friday, with occasional evening or weekend hours required. Pay is commensurate with experience and the salary range for this position is from mid \$70,000s to low \$80,000s. Performance of the job is evaluated annually. Background clearance and reference checks required.

**To Apply:** Submit one document that includes your resume and cover letter to [jobs@emilyk.org](mailto:jobs@emilyk.org). Applications will be reviewed on a rolling basis with preference given to applications received by **January 10, 2025**. Applications will continue to be reviewed on a rolling basis until the position is filled. Please note that only candidates selected for an interview will be contacted. For more information about the Center, please visit [emilyk.org](http://emilyk.org).