

JOB DESCRIPTION

JOB TITLE	Development Senior Director
REPORTS TO	Vice-President
FLSA STATUS	Exempt
PAY	\$90,000 - \$110,000 per year

POSITION SUMMARY

The Development Senior Director supports the strategic efforts of Battelle for Kids by designing, implementing, evaluating, and refining the grant development and fundraising activities of the organization. This position identifies, cultivates, solicits, and stewards major grants and philanthropy. This position develops external funding sources to support new and existing programs at Battelle for Kids.

ESSENTIAL JOB RESPONSIBILITIES

1. Develops and implements an overall grant and philanthropy strategy for the organization.
2. Manages the day-to-day development strategy to ensure integration into the overall strategic plan.
3. Collaborates with leadership to assess the capability to successfully compete for external funding; identifies expertise and essential support systems within the organization to successfully carry out funded projects.
4. Conducts the full range of activities required to prepare, submit, and manage grant proposals to foundations and other funders.
5. Writes compelling and competitive grant applications and other funding proposals.
6. Facilitates efforts to secure sponsors for events and projects.
7. Works collaboratively with the team to gain a comprehensive understanding of the work and desired areas of innovation.
8. Researches foundations, corporations, and other funding sources to evaluate prospects for grants and/or donors.
9. Complies with all grant reporting as required by the grantor.
10. Nurtures collaborative relationships with development colleagues.
11. Represents BFK at events (in person and virtual) to strengthen and expand our funder network.
12. Other duties as assigned.
13. Occasional travel (less than 25%)

REQUIRED KNOWLEDGE AND SKILLS

Strategic vision and exceptional communication skills, with an ability to analyze and information related to innovation, emerging trends, and technological advances in the education field. Ability to create and nurture key partnerships that will enhance design thinking and innovation as well as support the BFK's strategic plan. Understanding of corporate social responsibility and philanthropy.



MINIMUM EDUCATION AND EXPERIENCE

Bachelor's degree in business or related field required, Master's preferred. Eight years of strategic fundraising and development experience, including grant writing, communication and/or business development. Non-profit experience preferred. Written and verbal communication skills. Highly organized and able to multitask while also maintaining a focus on details. Proficient in Microsoft Office Suite.

Diversity, Equity, and Inclusion Statement

Battelle for Kids believes education is the critical foundation for cultivating, promoting, and accelerating equity and inclusivity for society. We have a responsibility to advance deeper, 21st century learning for every student, everywhere, resulting in high quality, equitable experiences, and outcomes. Therefore, Battelle for Kids intentionally prioritizes diversity, equity, and inclusion in all aspects of our work with school systems and partners.

Our commitment includes:

- Inspiring others to envision and advance the creation of 21st century education systems, while also increasing the diversity of school systems engaged in this work.
- Creating conditions and supports that empower every student to thrive with agency, voice, and choice; to create a better tomorrow for themselves and others.
- Supporting school systems as they elevate diverse perspectives of the broader community to build a shared vision of 21st century learning outcomes for all students.
- Surfacing and addressing practices, structures, and policies that cause inequities to take root and persist.
- Pursuing and providing evidence of successful, equitable 21st century learning.
- Continuing to equip ourselves, educators, and school systems to achieve equitable 21st century outcomes for all.

The above statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added or this description amended at any time.

[Apply for this position on Indeed](#)