



Title: Director of Development and Corporate Partnerships

Reports to: Executive Director

FLSA Status: Exempt

Employment Status: Full-Time

Benefits: Healthcare, Dental, Vision, IRA, PTO

Hourly Rate: \$60,000 - \$75,000

Work Location: In-person

Resume & Cover Letter Submission: caeers@neighborhoodlearning.org

Offer Conditions:

Vaccination: Must submit proof of COVID-19 vaccination

Hiring: Dependent on FBI, Child Abuse, Criminal Background, and mandated reporter training (Cost covered by the organization)

Work Schedule: Monday-Friday; some Saturdays

Position Overview

The Director of Development and Corporate Partnerships is a key leadership position responsible for driving revenue growth, fostering strategic partnerships, preparing compelling grant proposals, and managing fundraising initiatives for the organization. This role requires a combination of business acumen, relationship-building skills, and a combination of excellent writing skills, research abilities, and a deep understanding of the organization's mission and programs.

Under the supervision of the Executive Director, the Director of Development and Corporate Partnerships will work to cultivate and manage relationships with donors and write and manage grant proposals to enhance the mission of the organization. The Director of Development and Corporate Partnerships effectively sets a fundraising vision for the organization and executes the yearly plan to meet fundraising goals through a diverse revenue stream.

Our work culture is collaborative, student-centered, and community forward. Neighborhood Learning Alliance is looking for a candidate that is a visionary, builds sustaining partnerships, effectively communicates the story of NLA, writes effective grants, can diversify revenue streams, and understands the importance of authentic relationship with stakeholders.

Job Responsibilities:

The essential functions include, but are not limited to the following:

- Develop and implement a comprehensive development strategy aligned with the organization's mission and goals through diverse fundraising sources.



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- Oversee, develop, and lead fundraising campaigns, grant writing, donor stewardship, events, and initiatives to meet annual revenue targets.
- Collaborate with program teams and other stakeholders to gather relevant information for proposal development.
- Collaborate with the program teams to create compelling materials and messaging for fundraising campaigns via social media, newsletters, traditional news sources, etc.
- Conduct thorough research to identify new grant prospects and stay updated on changes in grant-making priorities.
- Identify and secure opportunities for revenue generation and corporate partnerships to enhance the organization's visibility and financial support.
- Write, prepare, and submit grant applications within specified deadlines.
- Ensure the submission of timely and accurate grant reports to funding organizations.
- Cultivate and maintain relationships with existing and potential corporate partners.
- Represent the organization at public events and act as a spokesperson for development-related matters.
- Oversee the implementation and management of a donor database to track and analyze fundraising efforts to refine strategies and improve fundraising outcomes.
- Engage with board members, donors, and other key stakeholders to build and strengthen relationships and to recognize and appreciate supporters.
- Other duties assigned.

Qualifications:

- Bachelor's degree in a related field and/or certification in nonprofit fundraising; Prior grant writing, fundraising, and corporate partnership experience is a plus.
- Familiarity with the corporate sector and an understanding of the grant-making process.
- Proven experience in grant writing, with a track record of successful grant applications.
- Experience in development and/or fundraising/donor management/Event Planning in a professional capacity
- Proficient with Google Workspace & Microsoft Office Suite
- Ability to work collaboratively with internal teams and external partners.
- Be a detail oriented and strategic thinker.
- Excellent written and verbal communication skills.
- Have reliable transportation or able to access stakeholders in-person.
- Must be able to work well under pressure.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.



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The organization is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.



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