



Laker Educational Foundation

Developmental Director

Organization Summary:

The Laker Educational Foundation's vision is to provide learning opportunities for all students by funding education programs, projects and other learning opportunities with ample resources that are not presently available through the Prior Lake-Savage Area School District's budget.

Location: Twin Cities Metro
Category: Fundraising and Fund Development
Job Type: Part-time
Hours: 20 hours/week, 47 weeks/year, fee negotiable
Activity Area: Education Related

Reports to: Executive Committee of the Foundation Board

Primary Duties:

The Laker Educational Foundation is seeking a Development Director to grow the funding base of the organization. The ideal candidate will have successful experience with fundraising, donor stewardship, and board development. Must possess strong communication and organizational skills to ensure expectations of donors, board, and community are met. Familiarity with the PLSAS Community is a plus.

Development (75%)

- Create, develop and execute a highly effective and sustainable development plan that includes board member involvement and secures adequate general funds for the operation of the organization
- Recommend annual giving goals to the board
- Oversee annual events including working with the committees, securing sponsorships, and marketing
- Develop giving opportunities for alumni, local organizations and other stakeholder groups within the community
- Provide for on-going promotion of planned giving opportunities
- Cultivate current donors and provide required reports to them

Communications/Public Relations (25%)

- Establish good working and collaborative relationships with the board, community groups, funders, elected officials, and other stakeholders to achieve the goals of the foundation
- Coordinate with the school district to publicize the foundation through district publications
- Provide direction and content for website and social media presence
- Create and oversee production of the annual report
- Other duties as assigned

Education/Experience:

B.A. Degree required. 2-5 years of experience working in the non-profit or education sector preferred. Strong written, oral, and interpersonal communication skills. Fundraising and strategic planning experience. A team player committed to advancing the work of the Laker Educational Foundation.

How to Apply:

Send résumé, cover letter and desired hourly pay rate to:

Laker Educational Foundation or lakeredfoundation@gmail.com
PO Box 840
Prior Lake, MN 55372