

Part-time Director of Development, Oak Park Education Foundation

[The Oak Park Education Foundation \(OPEF\)](#) is seeking a development professional to lead the fundraising efforts for our growing nonprofit. This is an exciting opportunity for an energetic, creative, personable and organized individual, experienced in raising funds from individual supporters, business sponsors, grantors and events, who is passionate about hands-on, innovative enrichment opportunities for public school students.

This is an hourly staff position averaging 20 hours/week, 44 weeks/year, with some flexibility in schedule. The Development Director will report to the OPEF Executive Director and work closely with the ED to develop and execute fundraising strategy.

Responsibilities:

- Develop and execute OPEF's annual and long-range fundraising plans and budgeting
- Secure financial support from individuals, foundations and corporations
- Develop and maintain ongoing relationships with major donors, working with Executive Director and Board member.
- Develop and track proposals and reports for all foundation and corporate fundraising
- Manage the use of the Little Green Light donor database and work closely with staff responsible for data entry and gift processing.
- Work closely with chair of OPEF board fundraising committee and take a leadership role with the fundraising committee chair, serving as a liaison and overseeing the efforts of the special event sub-committees.
- Work closely with Director of Communication to develop and disseminate materials for solicitations

Qualifications:

- Bachelor's degree required
- Minimum 2 years of relevant fundraising experience
- Data analysis experience
- Excellent interpersonal and communication skills, both written and oral
- Excellent organizational skills with good attention to detail
- Ability to track results and work within a budget
- Ability to manage multiple projects and tight deadlines
- Creativity and passion for OPEF's mission
- Proficient in Microsoft Office suite, Google docs, and donor databases

The Oak Park Education Foundation is a nonprofit that brings hands-on STEAM education opportunities to local youth that inspire a life-long love of learning. OPEF has been engaging the curiosities of local children for over 30 years. Our enrichment initiatives include programs such as Spoken Word, VEX Robotics, Lego Mindstorms and summer BASE (Build A Summer Education) Camp. Our goal is to bridge the gap between traditional learning and life by creating connections between the two, sparking interest in subjects in new ways and teaching children how to problem-solve in new and fun ways.

Interested candidates should familiarize themselves with OPEF and send a cover letter and resume to Karen Daily at kdaily@opef.org.