

BROWNSBURG COMMUNITY SCHOOL CORPORATION

NOTICE OF VACANCY

January 9, 2025

- Position:** Brownsburg Education Foundation – Development Coordinator
(part-time, hybrid position)
- The Brownsburg Education Foundation (BEF) is a 501(c)(3) organization dedicated to serving its school community by providing funds that promote academic excellence.*
- Location:** BCSC Administration Center – BEF Office
310 Stadium Drive, Brownsburg, IN
- Responsibilities:**
- Collaborate with Executive Director to develop and lead a comprehensive giving program, including strategies to increase annual giving and grow donor retention
 - Work to further the mission of the BEF thru networking and one-on-one meetings with community partners, and identify, cultivate, solicit, and steward individual, corporation and foundation partners to build a comprehensive giving strategy
 - Determine annual giving goals (in collaboration with Executive Director and Board leadership) for all solicitation strategies and help build the strategic plan for achieving the goals
 - Develop written proposals, gift agreements and other appropriate correspondence necessary to close and document new gifts and commitments
 - Coordinate cultivation and stewardship events, help develop materials for marketing of giving opportunities, and coordinate volunteer engagement
 - Work with the Executive Director and Board chairs to develop a plan and execute fundraising events
- Qualifications:**
- College degree or equivalent experience strongly preferred
 - Non-profit fundraising experience preferred
 - Experience with Bloomerang or similar donor management software preferred
 - Excellent interpersonal, listening, written and verbal communication skills
 - Comfortable speaking to large and small groups, in face-to-face donor meetings and communicating thru phone and email communication
 - Ability to effectively prioritize, organize, and multi-task
 - Self-motivated and strong internal drive to meet organization and personal goals
 - Ability to maintain confidentiality and accurate financial records
- Other Information:**
- 25 hours per week, year-round
 - Hybrid position with remote work flexibility. Candidate must be permanently located in the greater Indianapolis area to facilitate one in-person team day per week following the initial training period
- Starting Date:** To be determined
- Contact:** *Please submit letter of interest and resume to:*
Rene Behrend, Executive Director
renebehrend@brownsburg.k12.in.us

Equal Opportunity

Brownsburg Community School Corporation does not unlawfully discriminate on the basis of age, race, religion, national origin, gender, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries may be referred to: Title IX Coordinator, BCSC, 310 Stadium Drive, Brownsburg, IN 46112.