Job Description | Deputy Director

The Education Fund, a nonprofit organization with a 40-year history of helping students succeed, seeks a highly motivated and experienced Deputy Director to join our team. The Deputy Director will play a pivotal role in driving the organization's mission by providing leadership in development/fundraising, program operations, communications, and administration. This role will report directly to the President.

The person in this position will initially take on some of the President's work, the responsibilities of which are dependent on the candidate's experience. The breadth of responsibilities is expected to widen over time to include all the items listed below.

Responsibilities will depend on the candidate's experience/skills and may include:

- Overseeing programs/supervising program directors to ensure outcomes and, as needed, designing program components or new programs
- Supervising Communications efforts to ensure our work is known while making Communications efforts a win-win for corporate and other donors
- Fundraising by identifying and cultivating relationships with donors and sponsors and getting/closing sponsorships, donations, and grants
- Leading fundraising strategies and campaigns, working closely with the VP of Development
- As needed, writing/editing grants and budgets if development staff need help to meet deadlines
- Developing and maintaining relationships with key stakeholders, including board members, district leaders, elected officials, and community leaders
- Recruiting staff, doing performance reviews, and supporting staff training
- Creating budgets and overseeing accounting and financial operations
- Providing data-driven insights and recommendations to support decision-making
- Establishing organizational goals and tracking progress; adjusting as needed
- Fostering a culture of accountability and ethical conduct within the organization

Preferred Qualifications:

- Bachelor's degree in nonprofit management, social or human services, business administration, education, or a related field; advanced degree preferred
- Minimum of 10-15 years of professional career experience with significant trajectory of achievement, including managing at least 5 professional staff for a minimum of 5 years
- Minimum of 5 years of leadership experience in nonprofit work, including development
- Fundraising experience with an absolute minimum of $500K raised in a single year
- Excellent communication (oral and written) and interpersonal skills
- Knowledge of Miami-Dade County Public Schools is preferred, and a belief in the power of public education is required
- Awareness of the Miami philanthropic and business communities
- Communications/PR/marketing knowledge, including social media

- Excellent technical skills with high proficiency in Microsoft Office and other technology/software programs
- Interest in using AI to improve operational outcomes with the use of AI a plus.
- Strong project management skills, ability to meet deadlines, problem solve, and think strategically
- Ability to work independently and as part of a diverse team
- Vehicle required to travel to our main office, events, etc.
- Ability to attend evening and weekend events

This is a full-time position. Compensation is based on experience and includes health insurance, retirement, and vacation/sick leave benefits. The Education Fund is an Equal Opportunity, Affirmative Action employer, and a drug-free workplace.

Please submit your resume, cover letter, and salary history to HR@educationfund.org.

For more information about The Education Fund, visit www.educationfund.org.