



Volunteer: Vice President, Development  
Princeton Education Foundation  
Princeton, NJ.

### **Princeton Education Foundation**

#### **Board of Trustees:**

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Grants and Programs  
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Vice President:  
Communications

#### **Ex Officio:**

Fran Jones  
Director of Operations

### **Princeton Public Schools**

Steve Cochrane,  
Superintendent  
Daniel Dart  
Board of Education  
Representative to PEF

#### **Board Development Coordinator Job Description:**

- Is a member of the Board
- The position has four primary focuses—
  - (a) Ensure that annual fundraising goals are met through direct donations, sponsorships, and other donations,
  - (b) Ensure that annual private event revenue goals are met through the capture and execution of high-quality fundraising events,
  - (c) Maintain donor relationships, including annual campaign letters and follow-ups
  - (d) Work with the Board, Committees, and community partners to reach goals relating to fundraising
- Work closely with the Board of Trustees towards the development and management of all gifts. This includes planning, coordinating, designing and implementing of strategies for the cultivation, solicitation and stewardship.
- Thoroughly understand the Princeton Education Foundation, its mission, vision, policies, key stakeholders, programs and finances.
- Assure the achievement of fundraising goals and actively manages a portfolio of donors and prospective donors.
- Work collaboratively in a team environment to identify potential donors and maintain excellent relationships as well as strengthen relationships with current donors.
- Oversees key aspects of fundraising event planning and management.

The Princeton Education Foundation Board meets monthly from September to June. The Vice President of Development should expect to spend approximately 6 -10 hours per month organizing capital campaign strategy and execution, setting communication and fundraising goals as well as preparing brief board reports. PEF is an active working board.

*Building a Foundation for Bright Futures in the Princeton Public Schools since 1995*