

CFE DEVELOPMENT JOB DESCRIPTIONS  
Director

**Coaching For Everyone is seeking a Director of Development.**

**Who we are**

Coaching For Everyone (CFE) is a 501c3 non-profit on a mission to diversify the coaching industry and deliver high-impact coaching to under-resourced and underserved communities.

**Who you are:**

- You are an experienced and dynamic professional with a history of accomplishment in fundraising.
- You are an influencer who is adept at building relationships with a diverse network of donors across a wide range of industries.
- You believe in our mission, and are committed to supporting it.
- You have strong connections to BIPOC communities.
- You enjoy taking on new challenges and are excited at the opportunity to make a big impact - whether the goal is 25, 100, 10,000 or even 100,000 donors.
- You have a vision for what you'll deliver in your first 90 days.

**Director of Development**

The Director of Development's primary role is to develop and execute a comprehensive funding strategy, in partnership with Coaching for Everyone's Executive Director, Board of Directors, and Leadership team. As the Director of Development, you'll play a pivotal role in helping CFE increase its impact and ability to deliver high-impact coaching to BIPOC communities. You will build upon CFE's grassroots online fundraising efforts by developing a comprehensive fundraising strategy that deepens our existing relationship with donors and expands our focus on high net worth donors, and partnerships/sponsorships.

**Primary Responsibilities:**

- Develop an impactful fundraising and donor strategy, and accompanying action plan, that allows CFE to meet its annual fundraising revenue goals (as mutually agreed), and builds on success thus far.
- Execute and refine the annual fundraising plan, forming both short-and long-term goals to meet revenue targets through giving campaigns.
- Build deep relationships with individual donors and corporate sponsors by coordinating donor events, regular check-ins, recognition campaigns, and other engagement activities.
- Partner with the Executive Director, Board of Directors, and Leadership Team to identify, secure, and manage high-dollar corporate sponsorships for programming, and major gift prospects.
- Develop and maintain an ongoing prospect list of potential sponsors and donors.

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- Clarify the role of the Executive Director and Board of Director members in the fundraising strategy, and support them in preparing for meetings with donors and funders.
- Collaborate with the donor administrative assistant to maintain donor records and ensure data is accurately tracked and updated in the organization's customer relationship management (CRM) system.
- Lead development and outreach of regular donor communications, and messaging with donors and constituents to keep them updated on the organization's impact.
- Prepare regular reports for the Executive team and Board of Directors on fundraising benchmarks and performance.
- Collaborate with the team overseeing CFE's Coaches of Color Network, an exclusive network of hundreds of BIPOC professionals and allies, and a library of impactful coaching resources

A monthly stipend will be provided for this role and will be determined based on the capacity (e.g., availability) and skill of the candidate selected.

We encourage people of all backgrounds to apply for this role, even if you don't meet all of the role requirements.

Interested in this role? Please send your resume and a letter of interest to Victor McGuire, PhD ([victor@coachingforeveryone.org](mailto:victor@coachingforeveryone.org)), Founder and Executive Director of Coaching For Everyone.