

Director of Fund Development & Strategic Partnerships

Job Title	Director of Fund Development & Strategic Partnerships
Reports To	Executive Directors of DRIVE and Focus Central PA
FLSA Status	Exempt
Employment Type	Full-Time
Work Arrangement	Primarily office-based, with regular local/regional travel required for meetings, site visits, investor and partner engagements, and events.
Salary Range	\$80,000 - \$105,000 commensurate with experience
Date Prepared	July 9, 2026

Job Summary

The Director of Fund Development & Strategic Partnerships is responsible for designing, implementing, and managing a comprehensive fundraising and resource development program that advances the mission of regional economic development. This position leads efforts to secure financial support from corporate partners, foundations, government agencies, utilities, private investors, and other stakeholders while strengthening strategic relationships throughout the region. The Director serves as a key member of the leadership team of both DRIVE and Focus Central PA and works closely with the Boards of Directors of these organizations, investors, community leaders, and economic development partners to diversify revenue streams and ensure long-term organizational sustainability.

Essential Duties and Responsibilities

The following are the essential functions of this position. The organization may add, change, or remove duties at its discretion.

Fundraising & Revenue Development

- Develop and execute an annual fund development strategy aligned with organizational goals.
- Create and manage annual fundraising campaigns, sponsorship programs, and investor relations initiatives.
- Identify, cultivate, solicit, and steward corporate, foundation, government, and individual investors.
- Establish multi-year funding partnerships with public and private sector stakeholders.
- Develop sponsorship opportunities for events, conferences, marketing, and special programs.
- Prepare customized funding proposals, grant applications, sponsorship packages, and investor communications.
- Monitor fundraising performance and provide regular reports to leadership and the Board.

Strategic Partnership Development

- Build and maintain relationships with businesses, utilities, educational institutions, foundations, local governments, and economic development organizations.
- Develop new partnership opportunities that support regional economic growth initiatives.

- Serve as a representative of the organization at meetings, conferences, networking events, and community functions.
- Identify collaborative opportunities that increase organizational visibility and impact.

Grant Development & Management

- Research and identify grant opportunities from federal, state, foundation, and corporate sources.
- Provide support to grant application development.
- Maintain a grants calendar and pipeline of funding opportunities.

Board & Leadership Support

- Support Board members in fundraising and investor engagement activities.
- Assist leadership with strategic planning and resource development initiatives.
- Prepare fundraising reports, presentations, and investor impact materials for Board meetings.
- Participate in organizational budgeting and revenue forecasting.

Marketing & Communications Support

- Collaborate with organization staff and consultants to develop fundraising materials.
- Create investor recognition and stewardship programs.
- Support annual reports, investor updates, and impact storytelling efforts.
- Ensure consistent messaging regarding organizational mission and economic development outcomes.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of all duties or responsibilities required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Supervisory Responsibility

This position may oversee interns, volunteers, or temporary staff.

Qualifications

Required

- Bachelor's degree in Business, Public Administration, Communications, Nonprofit Management, Economic Development, Marketing, or related field or equivalent combination of education and experience.
- Minimum of 5 years of experience in fundraising, business development, economic development, nonprofit leadership, or related field.
- Demonstrated success securing sponsorships, grants, investments, or philanthropic contributions.
- Excellent written, verbal, and presentation skills.
- Strong relationship-building and networking abilities.
- Experience managing multiple projects and deadlines simultaneously.
- Proficiency with CRM systems, investor databases, and Microsoft Office Suite.

Preferred

- Certified Fund-Raising Executive (CFRE) credential.
- Experience working with economic development organizations, chambers of commerce, foundations, or nonprofit organizations.
- Knowledge of public-private partnerships and regional economic development practices.
- Experience with grant management and federal/state funding programs.

Key Competencies

- Strategic Thinking
- Relationship Management
- Fundraising and Investor Cultivation
- Public Speaking and Presentation
- Project Management
- Financial Acumen
- Collaboration and Team Leadership
- Stakeholder Engagement
- Results Orientation

Physical Demands and Work Environment

This position is primarily office-based with regular local and regional travel. Typical demands include:

- Ability to sit or stand for extended periods and operate a computer and standard office equipment.
- Regular local and regional travel for meetings, site visits, investor and partner engagements, and events; reliable transportation required.
- Occasional evening and weekend availability for events, Board meetings, and investor functions.
- Occasional lifting of materials (e.g., event or display materials) up to approximately 25 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions described above.

Performance Metrics

This position will report to both Executive Directors of DRIVE and Focus Central PA. The organizations have a long history of collaboration and anticipate this position will create and maintain a development strategy that is beneficial to both entities.

Success in this role may be measured by:

- Annual fundraising revenue achieved.
- New public and private investors secured.
- Sponsorship revenue generated.
- Grant funding awarded.
- Investor retention and renewal rates.
- Number of strategic partnerships established.

- Growth in unrestricted operating support.
- Board engagement in fundraising activities.

Compensation & Benefits

Position Type	Full-Time
Reports To	Executive Directors of DRIVE and Focus Central PA
Salary Range	\$80,000 - \$105,000 commensurate with experience
Benefits	Health insurance, simple IRA, paid time off, professional development opportunities, travel reimbursement and flexible work arrangements (as applicable).

Equal Employment Opportunity Statement

DRIVE is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, veteran status, marital status, or any other characteristic protected by applicable federal, state, or local law. This commitment applies to all aspects of employment, including recruitment, hiring, promotion, compensation, benefits, training, and termination.