



Position Title: Director, Development

Position Status: Exempt, Full-Time (1.0 FTE)

Location: In office at VECF offices in Richmond, Virginia Monday-Thursday with work from home remotely on Fridays

Reports to: Vice President of Strategy

Compensation: Commensurate with experience; anticipated salary range is \$95,000-\$120,000 plus benefits valued at more than 25% of salary

Organization

The Virginia Early Childhood Foundation (VECF) is a statewide nonprofit public-private partnership with the vision that every region in Virginia will ensure opportunities for all families with young children to thrive. Its mission is to serve as the non-partisan steward of Virginia's promise for early childhood success. In partnership with key state agencies, VECF supports the work of regional communities and regions in strengthening their early childhood systems. The Foundation provides competitive grants and technical assistance to regional early childhood initiatives formed to build capacity and infrastructure in local communities for delivery of high-quality early childhood programs.

At VECF, team members take initiative, bring their best work forward, and collaborate generously with colleagues across the organization. We value diverse perspectives, learn from one another, and work together to achieve shared goals. Guided by a commitment to excellence and continuous improvement, we consistently seek ways to strengthen our impact and advance our mission.

Job Overview

VECF seeks a relationship-driven and strategically minded Director of Development to lead its private revenue program. This is a new position, created to bring dedicated fundraising leadership to an organization with a loyal donor base and significant philanthropic potential. As VECF celebrates 20 years of impact and looks boldly toward the next chapter, this is the right moment to invest in the infrastructure and relationships that will fuel that future.

Building on a newly bolstered private revenue strategy, the Director will operationalize a more proactive and intentional approach to fundraising — activating the major donor

pipeline, deepening foundation and corporate relationships, and engaging organizational leaders in the work.

Reporting to the Vice President of Strategy, the Director will be supported by a part-time Fund Development Manager who handles foundation grant writing, reporting, and donor stewardship, and by internal operations staff who provide support for gift processing and development operations.

Key Responsibilities

Fundraising Strategy and Planning (20%)

- Build on VECF's newly enhanced private revenue strategy to create and execute a comprehensive annual fundraising plan across individual, foundation, and corporate channels
- Build out fundraising messaging and materials, including a compelling case for private support, to drive donor engagement across all channels.
- Implement special campaigns and projects, including the Promise Fund transition campaign, integrating campaign activity into the annual plan
- Monitor donor data and philanthropic trends to inform strategy and keep leadership informed

Leadership Engagement (30%)

- Serve as a strategic thought partner to the President on fundraising — preparing briefings, supporting donor meetings, and ensuring the President's time is deployed effectively across the donor portfolio
- Engage and support board members in fundraising through training, prospect assignments, briefing notes, and regular reporting on participation
- Build out and staff the Resource Development Committee, a volunteer leadership group focused on advancing VECF's private revenue strategy, in partnership with the board chair
- Represent VECF alongside the President with donors, foundation partners, and community stakeholders

Donor and Funder Management (30%)

- Manage a portfolio of approximately 50 donors and prospects across individual, foundation, and corporate relationships, with documented cultivation plans and clear next steps for each.

- Identify and research new prospects through wealth screening, the current donor base, and board networks to continuously build the pipeline.
- Lead personalized outreach and cultivation with strategies tailored to each donor relationship.
- Introduce planned and legacy giving conversations, as appropriate within the portfolio.

Development Operations Management (20%)

- Oversee year-end and spring appeals, the foundation grant calendar, and the donor communications cadence with support from the Fund Development Manager
- Ensure donor records, gift processing, and acknowledgment workflows are accurate, timely, and well-maintained
- Optimize EveryAction as a full development management tool, ensuring data integrity and system configuration support the program's growth
- Prepare and present development reports for the President and board, including regular dashboards and pipeline summaries

Minimum Qualifications

- 8–12 years of nonprofit fundraising experience with a strong track record in major gifts and donor cultivation
- Bachelor's degree in a related field
- A natural connector who builds trust and moves relationships forward with patience and purpose
- Strong writer and communicator with the ability to craft donor correspondence, board materials, and case narratives with clarity
- Able to set priorities, manage up effectively, and keep the program moving in a lean environment
- Comfortable owning a CRM-driven pipeline
- Commitment to early childhood success and familiarity with Virginia's philanthropic landscape
- Excellent verbal and written communication skills for varied audiences
- Proficiency in Office Word, Excel, PowerPoint, Outlook

Preferred Qualifications

- Demonstrated experience with EveryAction

Physical Requirements and Work Environment

- Prolonged sitting and computer use, occasional walking or standing

- Occasional light lifting (up to 15 lbs)

Interested candidates should submit a resume, cover letter, and three professional references to Jobs@vecf.org. Application review will begin on August 21, 2026. While priority consideration will be given to applications received by that date, applications submitted afterward may be considered until the position is filled.

VECF is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment. VECF maintains a drug-free workplace.

Last Updated: 07.23.2026