



The Susan and Dom Telesco
Center for Creative Education

Job Description

Job title: Director of Strategic Partnership

Work Location: Main Office

Division/Department: Advancement (Fundraising)

Reports to: Chief Advancement Officer

☒ Full-time
☐ Part-time

☒ Exempt
☐ Nonexempt

Position Overview:

The Susan and Dom Telesco Center for Creative Education (CCE) seeks a dynamic and relationship-driven **Director of Strategic Partnerships** to help expand philanthropic support, strengthen community engagement, and build meaningful partnerships that advance the organization's mission and long-term sustainability.

This position is responsible for developing and managing relationships with foundations, corporations, donors, and community stakeholders while supporting fundraising initiatives, institutional giving, sponsorships, and strategic partnerships. The Director serves as a key ambassador for CCE, helping connect the organization's educational programs, student outcomes, research initiatives, and community impact with funding and partnership opportunities. This role is ideal for a professional who combines strategic thinking with strong relationship management skills and enjoys working in a collaborative, mission-driven environment.

Essential Duties and Responsibilities:

Strategic Partnerships & Resource Development

- Develop and strengthen relationships with philanthropic, corporate, community, and institutional partners.
- Identify, cultivate, and pursue opportunities that support organizational growth, sustainability, and mission impact.
- Support fundraising, sponsorship, and institutional giving initiatives through strategic relationship-building and engagement.

Donor & Stakeholder Engagement

- Manage a portfolio of donors, prospects, partners, and key stakeholders.
- Develop compelling proposals, presentations, reports, and other communications that articulate organizational impact and funding opportunities.
- Support cultivation, solicitation, stewardship, and partnership strategies that strengthen long-term engagement and investment.

Funding & Advancement Operations

- Collaborate with internal and external partners to support grant development, funding proposals, reporting requirements, and partnership deliverables.
- Maintain accurate records, pipeline activity, and relationship management data to support fundraising goals and decision-making.

- Monitor opportunities, deadlines, commitments, and outcomes to ensure effective follow-through and accountability.

Organizational Collaboration

- Partner with program, finance, communications, marketing, and executive leadership teams to align fundraising efforts with organizational priorities.
- Gather and communicate program outcomes, impact data, and success stories that support donor and funder engagement.
- Represent CCE at meetings, events, and community functions to strengthen visibility, partnerships, and philanthropic support.

Education and/or Work Experience Requirements:

- Bachelor's degree preferred
- Minimum of five years of experience in fundraising, philanthropy, business development, donor relations, strategic partnerships, institutional giving, nonprofit leadership, or a related field.
- Strong organizational, project management, and communication skills.
- Ability to manage multiple priorities while maintaining a high level of professionalism and attention to detail.

Work Experience

- Demonstrated success building and managing relationships with donors, funders, corporate partners, clients, or community stakeholders.
- Excellent organizational, project management, and relationship-management abilities.
- Experience utilizing CRM, donor database, or relationship-management systems.

Knowledge, Skills & Abilities

- Strategic relationship-building and partnership development
- Fundraising and resource development experience
- Strong communication and presentation skills
- Project and stakeholder management
- Analytical thinking and data-informed decision-making
- Professional judgment, discretion, and confidentiality
- Ability to manage multiple priorities in a fast-paced environment
- Collaborative leadership and teamwork

Ethical Conduct:

- Uphold all policies established by the Center for Creative Education.
- Employees are expected to maintain the highest standards of professionalism, integrity, and ethical behavior at all times. This includes respecting confidentiality, complying with all applicable laws and organizational policies, treating all individuals with dignity and respect, maintaining appropriate professional boundaries, and promptly reporting any concerns or misconduct.

Employees must also follow CCE's expectations regarding professional dress, appropriate use of cell phones and electronic devices during work hours, and responsible use of social media. Social media activity must not compromise student privacy, organizational reputation, or professional conduct.

Violations of these standards may result in disciplinary action, up to and including termination of employment.

Dress Code & Professional Appearance:

- Employees are expected to maintain a professional, neat, and appropriate appearance that reflects the educational mission, values, and standards of the organization. Professional dress supports a positive learning environment, models appropriate behavior for students, and promotes respect among colleagues, families, and the community.

Physical and Work Environment:

- Must be able to sit for extended periods of time.
- Must be able to talk, listen and speak clearly in communicating effectively with adults and children.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must successfully pass Level II background check.
- Must be cleared through E-Verify with Homeland Security to work in the United States
- Must complete and pass the Child Abuse Reporting Training Certificate issued by the Florida Department of Children and Families (DCF)
- Must be able to lift and carry up to 50 pounds.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed by employee

Signature: _____ Name (print): _____

Title: _____ Date: ____/____/____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: ____/____/____

Susan and Dom Telesco Center for Creative Education is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.