

Chief Advancement Officer

PAST Foundation (501c3)

About PAST Foundation

For 25 years, PAST Foundation's mission has been linking learning to life for student and adult learners. Housed in our one-of-a-kind PAST Education R&D Innovation Lab in Columbus, OH, PAST brings students together with industry for human-centered learning, producing innovative problem solvers while addressing national workforce needs.

Position Summary

Location: Columbus, OH (PAST Education R&D Innovation Lab) | Reports to: President/COO

A dynamic development professional responsible for accelerating the advancement program in alignment with the recently adopted strategic framework. Working alongside the CEO and President/COO, this person must bring a creative and entrepreneurial approach to design and activate strategies that will help to achieve the organization's annual contributed income goal of \$1M.

Essential Duties

- Positioning and Outreach: Acquiring new partners and funder prospects by expanding the reach of PAST communications and initiating new relationships
- Strategic Fundraising: Plan and execute campaigns, events, and donor relations to achieve required fundraising targets within defined timeframes
- Development Analysis: Analyze donor trends, segment donors for targeted outreach, and support efforts to expand the donor pipeline in collaboration with development and finance teams
- Compelling Storytelling: Excellent interpersonal communication skills that convey our mission and programming with enthusiasm - drawing connections and long-term relationships
- Planning: Develop a budget and business plan for program implementation over time, growing the capacity of the department as necessitated by organizational goals.
- Major Gift Program: Develop and manage a portfolio of major donors, cultivating five- and six-figure gifts through systematic relationship-building
- Grant Strategy: Identify and pursue foundation, corporate, and government funding opportunities aligned with our educational innovation focus
- Annual Fund: Activate strategies to grow participation in the annual fund, including recruitment of recurring donors
- Pace, Monitor, and Assess Performance: Set qualitative and quantitative goals over a time horizon
- Database Management: Accurately manage and maintain the DonorPerfect database, including data entry, updating records, generating reports, gift acknowledgements, and ensuring data integrity
- Relationship Management and Stewardship: Ensure that the organization maintains positive engagement with key stakeholders and drives donor loyalty



Required Qualifications

- Education: Bachelor's degree in nonprofit management, business, communications, marketing, education, or related field
- Experience: Minimum 5-7 years of professional fundraising experience with a proven track record of raising at least \$1M annually.
- Database Expertise: Proven experience with DonorPerfect or similar donor management systems, including administration and reporting
- Strong business acumen, proficient with financial documents and accounting
- Data-Driven Strategies: Appreciation for using data and insights to guide decision making, especially leveraging performance metrics to continuously improve
- Communication: Outstanding written/verbal communication skills with the ability to craft compelling donor materials and social media campaigns
- Relationship Building: Exceptional interpersonal skills with proven ability to cultivate and steward donor relationships
- Work Style:
- Collaborative, ability to build strong relations internally across functional areas and externally with prospects, donors, and volunteers
- Creativity and entrepreneurial skills
- Ability to manage multiple projects effectively, as well as manage and meet deadlines
- Excellent oral and written communication skills
- Outstanding attention to detail and organizational skills
- Diligent work ethic and insatiable desire to learn and develop skills
- Self-starter, highly motivated
- Empathetic; cultural sensitivity/awareness

Preferred Qualifications

- Certified Fundraising Executive (CFRE) or similar professional certification
- Educational nonprofit or workforce development experience
- Columbus-area / Ohio and National philanthropic market knowledge

Performance Expectations

- Development Strategies: Design and activate strategies to help the organization generate a minimum 1 \$1M in contributed revenue within the first 18 months
- Individual Giving: Implement a sustainable individual major giving strategy (annual fund and events) that builds loyalty and motivates increased generosity year over year
- Industry Prospects: Build a qualified, targeted prospect list to support the strategic priority of increasing engagement and investment from industry partners
- Database Excellence: Maintain high standards in DonorPerfect administration with 95% data accuracy, regular updates, audit compliance, and timely donor correspondence
- Reporting: Manage and monitor performance indicators through a monthly dashboard and quarterly report to analyze and evaluate strategies

THE PAST FOUNDATION

Access Through Innovation

- This description is representative of the position requirements and is not intended to be all-inclusive

Work Environment

- Primary location: In office - PAST Education R&D Innovation Lab, Columbus, OH
- M-F business hours with flexibility for evening/weekend donor events (5-10% of time)
- Occasional travel for donor meetings and conferences

Compensation & Benefits

- Salary: Salary for this full-time position is \$105,000, or commensurate with demonstrated experience
- Comprehensive benefits: health insurance, 401K + retirement contributions, paid time off, professional development opportunities, and supported CRFE certification maintenance

Application

- To apply, go to <https://www.pastfoundation.org/apply>
- Applications will only be accepted through the above web portal.
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