**Position:** Director, Annual Campaign, Foundations and Government Grants  
**Reports to:** Chief Development Officer  
**Location:** Washington, DC

This position is with The Ellington Fund a non-profit that serves as the fundraising arm of the Duke Ellington School of the Arts, located in Washington, DC. The Duke Ellington School of the Arts is a DC Public high school that provides pre-professional arts training and college preparation to students grades 9-12. You can learn more about the Ellington Fund and the Duke Ellington School of the Arts at [www.ellingtonschool.org](http://www.ellingtonschool.org).

**POSITION DESCRIPTION AND DUTIES:**

Reporting to the Chief Development Officer, the *Director, Annual Campaign, Foundations and Government Grants* will direct the Fund’s giving campaign to include comprehensive grants (corporate and foundation), government grants and individual giving program to help Ellington raise funds through cultivation, solicitation and active stewardship.

**RESPONSIBILITIES:**

- In concert with Chief Development Officer, create and monitor a plan to secure annual and multi-year funding from government, corporations and foundations in support of Ellington’s annual fundraising goals.
- Write and submit high quality grant proposals, letters of inquiry and reports for Duke Ellington School of the Arts’ multidisciplinary arts education programs, including assistance in the development of grant budgets.
- Ensure that grant agreements are fulfilled by monitoring grant-related program, producing reports when required.
- Work collaboratively with Arts Chairs in timely preparation of required reports, development of a program reporting schedule for Arts Chairs in order to meet funder deadlines.
- Initiation and coordination of an annual calendar of grant proposal and reporting deadlines, major donor solicitations, and direct mail/online appeals.
- Serve as Ellington representative for government, corporate and foundation contacts. Build strong relationships with key funding partner program officers.
- Establish annual revenue projections and track progress through monthly income and cash flow reporting, in concert with the Chief Development Officer;
- Generate and maintain a healthy pipeline of new institutional donors through prospect research in areas of key organizational and programmatic support.
• Conduct prospect research to identify prospective individual, government, corporate, and foundation donors and to create individual strategies for engagement and solicitation.
• Work in collaboration with Ellington school faculty and staff to accurately determine funding priorities.
• Oversee and manage direct mail program, including on-line appeals.
• Track moves management in the database, preparing and mailing acknowledgement letters and maintaining files for government and foundation donors.
• Serve as main point of contact for Ellington Fund when Chief Development Officer is out of the office or offline.
• Represent Duke Ellington School of the Arts at America’s Charities and CFC campaign events.
• Draft and execute monthly Ellington Fund cultivation/solicitation/stewardship email communications.
• Assist in the research and identification of major donors for cultivation.
• Other duties as assigned.

QUALIFICATION REQUIREMENTS:

• BA degree required
• A minimum of three years previous relevant experience
• The ideal candidate will have excellent writing skills with strong attention to detail
• Must be deadline, detail, and budget oriented
• Experience with Abila fundraising software or similar fundraising database management required
• Evidence of the ability to work well in a team environment
• Must be able to work on multiple projects at the same time
• A strong desire to work in the development field is strongly preferred

HOW TO APPLY:

Please submit cover letter and resume to Hecton@ellingtonarts.org. Specify “Director, Annual Campaign, Foundations and Government Grants” in subject line.