



Development Manager

Flexibility in location with a preference to Houston, San Diego, Chicago, Denver, Atlanta

The Fit.

More important than skills or experience is passion for the mission and fit with the team and culture at FuelEd. At FuelEd, we strive for all team members to be “owners, not renters” so there are many opportunities for entrepreneurship, leadership, and ownership. We believe that growth occurs through honest and empathic relationships, and have built this into our team culture so that every member can reach their full potential. At FuelEd, we have high levels of passion and energy to fuel schools with the power of relationships, and feel motivated to solve the social problem FuelEd has set out to solve. Happy and successful team members will have passion for the cause and a desire to build a movement that can fuel schools with the power of relationships. Happy and successful team members will possess the abilities and enjoy the opportunities to be flexible, take initiative, give and receive feedback, build relationships, wear multiple hats, and be challenged to grow personally and professionally. If this sounds like you, you may be a great fit for FuelEd!

The Role

FuelEd is seeking a dynamic Development Manager who is interested in playing a role in improving teaching and learning in our schools. The ideal candidate is excited to engage in a variety of fundraising activities including grant writing, prospect research, and communications. They thrive in a fast-paced environment and want to be a founding member and leading contributor to an expanding, driven, and innovative development team. A key job function required of the Development Manager is the creation and timely submission of grant proposals, and ability to manage the process. Thus, this position provides an exciting opportunity for a strong writer who is ambitious, analytical, and detail-oriented. The position also requires operational oversight spanning the development function, and the execution of ongoing processes and protocols.

While the core roles and accountabilities of the job are outlined below, the Development Manager will take on additional roles and accountabilities based on their strengths as well as needs and opportunities that arise for the organization. We believe that this allows both the person and the organization to continuously grow and evolve.

Funder Stewardship

Purpose: Relationship-building strategies that make funders feel loved, included, and excited about FuelEd mission

- Building, setting up, and tracking engagement journeys and funder communication for each FuelEd funder
- Writing customized email content, standardized e-blasts to reach funders, and cards to funders
- Planning and executing Funder’s Briefings conducted at various locations nationally
- Attending occasional funder convenings, meetings, and networking events

Fundraising Operations

Purpose: Operational excellence in care and feeding of funders and efficient internal fundraising environment

- Organizing and maintaining funder-related paperwork in files and folders in salesforce and google drive
- Maintaining and creating new supplementary grant documents
- Reviewing and cleaning the Fundraising Handbook
- Providing operational support for FuelEd-hosted fundraising events
- Setting agenda and facilitating regular development team meetings
- Inputting, tracking, and communicating information relevant to funders and proposals through FuelEd’s funder database (CRM- SalesForce)

Grant Writing

Purpose: High quality, compelling proposals and report that inspire funder confidence in and continued support

- Writing, submitting, and managing timely submissions of grant proposals and reports, including budgets and financial reporting
- Collaborating with internal stakeholders when needed to ensure all components of grant proposals and reports are accurately represented

Prospect Research

Purpose: Pipeline of aligned and up-to-date funder prospects

- Identifying opportunities for funding and qualifying identified prospects via research
- Compiling a brief with bios and other pertinent information about funders
- Maintaining Salesforce with all prospect information
- Sharing prospect list at fundraising team meetings to coordinate hand off and next steps

Qualifications

- High self-awareness, emotional intelligence, and interpersonal skills
- Bachelor's degree required, Masters degree a plus
- Strong proficiency in the Microsoft Office suite, and particularly in MS Excel; experience with Salesforce is a strong plus
- 3+ years of professional experience requiring external written communication, strong analytical skills, and leadership of complex, group-based projects with concrete deliverables
- Prior grant-writing and development experience preferred
- Operationally-minded
- Adept at synthesizing info from a variety of sources into a compelling and persuasive narrative
- Exceptional interpersonal skills that inspire confidence from a variety of internal and external stakeholders, including funders, client partners, and FuelEd staff
- Quick study; self-reflective and strive for continuous improvement
- Able to think at both a big-picture and detailed level
- Able to work independently with minimal supervision
- Able to motivate a group to remain schedule-driven, even when they are not under the same deadlines
- Thrive in a fast-paced, deadline-driven environment
- Outstanding communication skills, both written and oral
- Ability to create and refine a program/project budget in Microsoft Excel, and help design budget modifications and tradeoffs when necessary
- Ability to multitask, especially in managing multiple proposals simultaneously; outstanding time-management and project management skills
- Experience in the non-profit and K-12 education sectors a strong plus

To Apply: Please send a cover letter, resume, references to careers@fueledschools.org and fill out the following form: <https://goo.gl/forms/PEzFvXjSuRLkN3U12>. Applications will be accepted until **March 25, 2019**.

About FuelEd. At FuelEd our mission is to develop emotionally intelligent educators who develop relationship-driven schools. We envision emotionally-intelligent educators creating systems that put relationships at the center of every school in America. Together, with educational leaders, we are building toward that future by: 1) Providing research-backed training in the science, skills and self-awareness of relationships, 2) Facilitating the creation of intentional, safe spaces to practice these skills and engage in personal development, and 3) Speaking to a national audience about the importance of this practice. To learn more, visit: www.fueledschools.org.