



EQUITY IN EDUCATION

C O A L I T I O N

DEVELOPMENT MANAGER

\$44,000 - \$50,000 DOE

The mission of the Equity in Education Coalition (EEC) is to advance equity in education, foster civic engagement, and advocate for students and communities of color, native American, refugee and immigrant. Founded in 2012, the Equity In Education Coalition is Washington State's largest coalition of stakeholders from communities of color and white allies who are striving to improve educational opportunities and outcomes for children of color.

Our Work Culture: We are highly dedicated to the important work of equity and racial justice, and strive to foster a caring, supportive and flexible work environment. We will be growing to five team members by the end of the summer.

We are seeking someone who excels in the world of development and fundraising, but will also excel in an organization whose culture embraces race-conscious conversations.

Future Development Manager

Over the past four years, EEC has had tremendous success raising funds through grants and foundation support. To advance EEC's current strategic plan, however, we plan to add additional focus to individual donor and major gift cultivation. The new Development Manager will build, strengthen, and execute a robust engagement plan for prospecting, cultivating, and stewarding a wider range of foundations, as well as individual and major gift donors. The Development Manager will report to the Executive Director, and also work closely with the Board of Directors and other team members, including our Educational Projects Coordinator, Communications Coordinator and Community Outreach Coordinator.

This is a great opportunity for someone who wants not just a job, but an opportunity to empower communities of color and ensure an excellent education for the next generation children.

You will work closely with the Co-Founder and ED to grow the EEC. You will be challenged all the time, pushed to the limit, learn a ton of stuff, be on the cutting edge of equity and education work, have a lot of fun, be frustrated on occasion and inspired frequently, and make a huge difference.

Roles and Responsibilities

Develop engaging and authentic relationships with supporters, donors and partners

- Partner with EEC leadership to develop a growth strategy for the organization, including, but not limited to, organizing outreach efforts, and cultivating relationships with new donors and funders.
- Be an outward facing ambassador for EEC and support Executive Director with donor and major gift relationships and solicitations.
- Partner with the Executive Director to research and establish a donor and advocacy database that will track pledges, contributions, engagement and activities.

Support Implementation of EEC's Fund Development Strategy

- Work with Executive Director, Board of Directors and other team members and stakeholders to create and implement a strategic engagement plan, which includes donor cultivation strategies, donor segmentation based on interests and giving history, and marketing and branding (e.g., social media, website, promotional materials).
- Prepare monthly fundraising reports to Executive Director and Board of Directors.
- Create, strengthen and maintain systems and infrastructure to sustain fundraising efforts.
- Work with Grant Writer to maintain grants pipeline, oversee reporting and tracking, identify new grants, and develop foundation and funder relationships.

Other duties as assigned

- Other duties as assigned, including, but not limited to working as part of team with other Equity in Education team members and attend community and/or partner sponsored events.

The Ideal Candidate will have

- A passion for the mission, vision and values of EEC. The candidate will have experience working in areas that may include, but are not limited to education, equity and social justice issues, refugee and immigrant populations, or youth development.
- Prior experience in one or more of the following **is required**: fundraising strategy, major gifts, donor cultivation, grant writing.
- At least 4 years of work related experience, in one or more of the following: public administration, non-profit management, fundraising.
- Multilingual applicants are strongly preferred. Please specify language(s) in resume/cover.
- Be willing and comfortable to step outside the job description and pitch in when necessary to the fulfillment of the EEC mission and project priorities.
- Must have a sense of humor
- A well-developed sense of identity and be brave in race-conscious conversations within multiple sectors.
- Be flexible and adaptable and enjoy helping to develop systems and structures.
- Must have strong writing, fundraising, organizing, supervision, and communication skills.
- Be able to work with several diverse teams.

Compensation and Benefits:

EEC is prepared to offer a competitive compensation package commensurate with candidate's experience. Salary range for this position is \$44,000-\$50,000 per year, with opportunity for advancement during annual review. This position is exempt.

TO APPLY: Submit a cover letter and resume (both combined into ONE Word or PDF document) to info@eec-wa.org by 5pm 6/17/2016. If you advance to the interview stage, you will be asked for two writing samples, including at least one grant proposal.

Eliminating the opportunity gap and promoting birth through career success for all children of color in Washington State.