



EQUITY IN EDUCATION

C O A L I T I O N

Job Title: Development Manager
Reports to: Executive Director
Location: WA Statewide, remote or hybrid, must live in WA State
Salary: \$75-80K per year

The mission of the Equity in Education Coalition (EEC) is to advance equity in education, foster civic engagement, end the digital divide in WA State, and advocate for students and communities of color, Native American, refugee and immigrant.

Our Office

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 take time to get to know each other as individuals and we support each other to learn and to grow because we believe individuals are the key to societal transformation. We have a good sense of humor and find fun and joy in our work.

Our Values

Transparency
Integrity

Community
Justice

Social and Racial Justice
Transformation

Position Description: The Equity in Education Coalition has a strong history of funding through private grants, foundations, and some individual donor development.

The Executive Director has been the lead fundraiser for the EEC since 2012 and has grown the organization from a budget of \$15K a year in 2012 to over \$10M per year in 2023.

The EEC team, with the full support of the Board of Directors, has decided that since the organization is financially sound, now is the best time to bring on a partner to help steward the organization to the next level.

The Development Manager will be an integral member of EEC's Development and Communications team, which works to attain, increase, and retain corporate, individual, and private foundation support to grow the organization's revenue base annually.

They report to the Executive Director.

The primary areas of responsibility for the Development Manager are:

- Driving the cultivation, application, and reporting process for corporate and foundation grants;
- Managing and executing key elements of EEC's day-to-day fundraising activities;
- Develop and lead the corporate partnerships program aspects of EEC's Development Plan;
- Manage an established grant portfolio of \$10.5M;
- Focus on building fundraising capacity from corporate support;
- Lead the build out of an Individual donor campaign;

Duties & Responsibilities:

Grants Management (30%)

- Research, identify, and cultivate current and prospective corporate and private foundations
- In partnership with the Executive Director, draft and submit compelling grant applications and reports on behalf of the organization
- Maintain grant compliance and reporting, including outcome measurement
- Researches, writes, and manages grant applications and requests for proposals from private foundations as well as city, regional, and state departments.
- Tracks upcoming grant opportunities and proactively engages in relationship-building activities with funders and program officers, in partnership with the Executive Director and other team members.
- Collaborates with teammates to create proposal budgets.
- Supports the Executive Director and Director of Impact & Strategy in creating and strengthening processes for tracking grant requirements.

Corporate Relations (40%)

- Manage an assigned portfolio of existing corporate sponsors and corporate foundations
- Research and cultivate new corporate donors to help the Equity in Education Coalition meet annual fundraising goals

Development Operations (30%)

Execute key elements of the organization's fundraising activities and operations, including gift processing, data management, reporting, and donor communications;

- Support the Director of Development in prospect research, outreach, and preparing for external meetings;
- Write and/or edit content for direct mail and digital appeals, donor communications, newsletters;
- Support the Executive Director with fundraising event management, including participation in planning calls, coordinating staff participation, and executing on event-related logistics
- Participate as a member of the Board/Staff Development Committee;

- Perform other duties in support of the organization's mission as requested;

Skills and Experience:

The Development Manager is a highly collaborative, goal-oriented, and driven relationship builder, who is excited by both higher-level strategy and on-the-ground operational work. The ideal candidate will bring some or all of the following personal and professional characteristics to the position:

- Progressive fundraising experience a must;
- Strong interpersonal and relationship-building skills;
- Creative, critical, and strategic thinker with excellent written and verbal communication skills;
- Highly organized; able to manage multiple tasks simultaneously;
- Comfortable speaking and serving as group leader when needed;
- Demonstrated ability to establish confidence with donors, corporations, and prospects;
- Working knowledge of EveryAction (Now Bonterra), Salesforce or similar CRM;
- Experience planning and executing public-facing events;
- Dedication to the mission and values of the Equity in Education Coalition;
- Experience working with team members of diverse roles and backgrounds
- Familiarity with fund-development for Advocacy, J.E.D.I., Education, and/or Professional Development preferred;
- Community-centered fundraising preferred

Work Setting: The EEC is a fast-paced work environment where we manage several programs, events, and priorities at the same time. Flexible hours are offered (within normal Monday to Friday business hours). We are a small team committed to the work of racial equity in the educational system. The office is located inside a beautiful building.

We are in north Beacon Hill, right next to the International District, and it's awesome here, with diverse restaurants, bars, and shops. The team is ridiculously dedicated to the mission and fun to work with. It helps that we have the best snacks – no joke, **you *must* love to eat a variety of foods** and experience different ethnicities, cultures, and perspectives. Please be aware that there **are small, friendly dogs in our office** regularly and this is part of the office environment that candidates should consider before applying.

COVID-19 Vaccination Policy: In accordance with applicable law, Boston Partners in Education requires current and future employees, whether full-time or part-time, to provide proof of up to date vaccination against COVID-19.

Please email resume and cover letter to info@eec-wa.org with “Development Manager” in the subject line. People of the Global Majority, those whom have been affected by institutional and systemic racism, and 2SLGBTQIA+OC are strongly strongly strongly encouraged to apply.

If you are thinking to yourself, “I have some of this, but not all of it” apply anyway – we are looking for an amazing team partner.