Development Manager Job Description

Position: Development Manager
Location: Remote, with periodic meetings at the TeachUNITED Fort Collins, Colorado office and regional event sites as needed.
Schedule: Full Time (1.0) (Potential for .75 depending on candidate interest)
Reports to: Development Director
Salary Range: $70,000 - $80,000 in alignment with qualifications
Benefits: Unlimited paid leave, generous holiday schedule, work-from home technology stipend at signing, generous health insurance package and retirement benefits available. 3% 401k contribution (no employee match required).

About TeachUNITED

TeachUNITED (TU) is successfully tackling the global learning crisis by investing in one of the most powerful levers for societal change, teachers. An international non-profit, we improve student outcomes by providing access to coaching and training programs to teachers and administrators in rural and underserved communities, empowering educators where the disparity is most acute. TeachUNITED has reached nearly 1M students in East Africa, Latin America and the US since our founding in 2016. Our goal is to improve education for 3 million students by 2030.

Position Overview

A rapidly growing organization with a budget approaching $2M, TeachUNITED is seeking a motivated Development Manager to join our ambitious and exceptionally supportive Development Team as we raise $10M+ over the next three years. A remote role, based anywhere in the US, the Development Manager will help us achieve our fundraising goals by creating compelling and engaging grant proposals and reports tailored to specific funder requirements to help us reach 3 million students by 2030.

As Development Manager you will execute our fundraising strategy with a focus on grant writing and donor relationship building activities. This includes researching and writing proposals, drafting emails and content that will support donor cultivation, and working with the Development Director to strategize around funder engagement. Your focus will primarily be on grant writing and securing large foundation grants, with a smaller percentage of time focused on cultivating individual donors. You will seek out new funding opportunities, manage
relationship building for our portfolio of prospects, ensure quality and timely compliance reporting and donor communication, as well as supervise the Development Assistant’s execution of day to day operational tasks. This person will work collaboratively with the Development Director in the development and execution of goals and strategies for all philanthropy and corresponding fundraising campaigns. This role also provides direct support to the CEO.

The role is ideal for a self-starter with meticulous attention to detail, exceptional communication skills as well as advanced writing, editing and content structuring skills. We are looking for a strong project manager who has the ability to manage multiple priorities at the same time. Candidates must have experience preparing compelling content that is audience specific as well as the ability to consistently meet deadlines. The ideal candidate has experience in fundraising (grant writing and/or major gifts). Experience with funder engagement and stewardship a plus.

Roles and Responsibilities

Grant Writing, Reporting & Project Management (65%)
- Implement and manage a strategic development plan, with support from Development Director, focused on expanding foundation giving while also maintaining individual donor support.
- Write and project manage high-quality grant proposals and reports, customized to address the key focus areas and requirements of prospective and current donors, collaborating with other teams to generate content. Ensure proposals/reports are on time and within scope.
- Prepare and organize materials for proposals and reports (including letters, narratives, budgets, impact data, presentations, and supplemental materials).
- Collaborate with program staff, finance, and the CEO to deliver timely reporting data for all philanthropy (progress reports, year-end, financial reporting, data collection from programs and special reports as required) including outcome measurement, budgets, and tracking progress toward organizational and programmatic outcomes and goals.
- Ensure all grant project requirements, deadlines and schedules are on track.
- Support the team in streamlining systems and processes to make grant reporting and information sourcing more efficient and to ensure stakeholders are informed and connected to our progress and mission.
- Manage site visits in coordination with program teams, as necessary.
- Support with planning Board of Directors’ development work, including creating board action plans. Help CEO with Board recruitment to support donor pipeline.
Stewardship of Major Gifts (>$10k) and Individual Donors (<$10k) (15%)
- Lead the execution of the fundraising strategy for High Net Worth Individuals, family donors and smaller individual donors aimed at maintaining current donor revenue.
- Support the CEO with donor stewardship ensuring donor relations engagement tasks are completed routinely (communications, solicitations, check-ins), logging notes and next steps in Salesforce. Executing various touch points throughout the year, ensuring major donors stay engaged and informed of TeachUNITED activities.

Prospect Research and New Donor Outreach (15%)
- Prospect research to identify and cultivate new potential donors (foundations, corporate partners, high net worth individuals), utilizing board and/or other contacts to find connections/ introductions. Identify existing donors with potential for increased giving.
- Email outreach to potential funders to determine fit.
- Support the CEO with preparing for conferences through attendee research.

Team Support (5%)
- Collaborate with Development Director and CEO on revenue forecasting, annual strategy and planning, philanthropy goal setting, and department budget support.
- Support in creation of updated donor language and materials as needed (ex: Design & writing assistance for Annual report, “About us” fliers / concept proposals, thank you/holiday cards, quarterly reports)

Candidate Profile

Required Qualifications
- 3+ years of fundraising experience. Candidates with Communications experience or from other backgrounds with solid writing experience will also be seriously considered.
- **Advanced Writer** - Able to produce engaging and credible content, with an understanding of how to adapt for different audiences and purposes. Ability to review, summarize and present a high volume of information quickly and accurately with advanced structuring, writing and editing skills.
- **Organized with Meticulous Attention to Detail** - Excellent organization and time management skills; experience working with a remote team to successfully manage multiple projects with competing timelines.
- **Self-Starter** - Able to prioritize and manage multiple assignments, take initiative, and work independently to a deadline.
- **Goal-Oriented** - High degree of proficiency working in a fast-paced, flexible, goal-oriented environment, with the highest level of personal and professional integrity.
Proven Fundraising Success - Ideal candidate has proven success in identifying, soliciting and creating content to secure grants from foundations and corporations as well as experience reaching ambitious fundraising targets.

- Bachelor's degree (related area not necessary).
- Native-level fluency in spoken and written English.
- Passion for the mission, vision and values of TeachUNITED.
- Experience with Salesforce or other CRM software a plus.
- Proficient in Google Workspace (Google Slides, Sheets, and Docs) a plus.
- Familiarity and experience working with international development and/or education funders a plus.

Team Member Profile
- Hungry - You are intrinsically motivated, diligent, and have a strong desire to do more by going above and beyond.
- Supportive - Humble and eager to celebrate the team’s collective achievements, you are positive and friendly and enjoy building relationships with staff.
- Interpersonal awareness - You are an effective listener who exercises great judgment and understands group dynamics.
- Reliable - You are consistent, ensuring tasks are completed on time and at high quality.
- Curious - You are excited to learn, solve problems and develop new skills.
- Solutions-Focused - Ready to tackle challenges put in front of you, you take initiative to problem-solve long term solutions to challenges that arise.
- Honest - Integrity and transparency are at the core of who you are.
- Inspired - You are passionate about transforming education and supporting teachers.

To Apply
Please send an email to jobs@teachunited.org with your cover letter and resume attached. In the email, please also answer the following questions.

1. Tell us what excites you about working at TeachUNITED and how this specific role fits into your career goals.
2. Take a look at the Role and Responsibilities listed above and pick one that you feel especially qualified for. Tell us about the experience that has prepared you to achieve this objective.

Any questions about the position can also be directed to jobs@teachunited.org.