



Manager of Development

Join a dedicated team that fosters autonomy and creativity, while receiving a competitive salary, opportunities for career and personal growth, and the gratification that comes from creating positive multi-generational change.

Ednovate Background

Ednovate launched its first school in 2012. Since then, we've grown to eight schools and are on a trajectory to reach 11 schools in just the next few years (you can read more about our schools [here](#)). Ednovate is committed to serving areas where students traditionally lack access to a quality college-prep education by building tuition-free, safe, high-performing public schools driven to create positive multi-generational change.

We are made up of world travelers, nacho connoisseurs, KPOP business owners, and Beyonce fans. We love LA and OC, and we're our students' biggest cheerleaders. We are looking to hire innovative changemakers who aim to continue our goal of becoming the high school experts across Southern California. Sound like you? **Keep reading.**

Position Overview

As the Manager of Development at Ednovate, you will mobilize annual fund donors, coordinate key development functions, plan and execute events and donor communications, and maintain data integrity to ensure that we have the necessary resources to sustain our growth. As we continue to scale, this position is an exciting and challenging opportunity for a results-oriented individual with strong communication, relationship building, and operations skills looking to create positive multigenerational change in a collaborative, results-oriented environment. This is a full-time, exempt role that reports directly to the Director of Development.

What You'll Do

- **Implement annual fundraising strategies.** Implement annual fundraising campaigns and cultivate a diverse donor base, including a portfolio of small to mid-level donors and corporate sponsors. Manage annual fund donors through campaigns, such as Giving Tuesday, year-end, and monthly giving. Develop and execute tailored engagement strategies for corporate partners, including sponsorship opportunities for school-wide events and campaigns. Plan and host key external events, to steward and deepen donor relationships. Develop and execute strategic, impact-focused communications including e-newsletters, pledge reminders, and stewardship touchpoints. Develop content for communications with current and prospective donors.
- **Support grant management and fundraising operations.** In partnership with the Director of Development and external grant writers, ensure timely submission of grant reports and proposals. Support with reporting and monitoring for a \$8M Department of Education grant. Manage a small portfolio of private grants, including proposal writing, reporting, and cultivation. Maintain the donor database and relationship management systems, including capturing and tracking relevant donor information, and provide regular reports to the executive leadership team. Process and document donor gifts, including creating and tracking gift acknowledgements and conducting reconciliation with finance. Contribute to continuous improvement and scaling of development systems and processes.
- **Support growth campaign operations.** Support the \$40M growth campaign, project managing campaign activities, conducting prospect research, preparing for donor meetings, and supporting the planning and execution of campaign events. Conduct donor prospecting and research, and help prepare the Director of Development and CEO for donor meetings.

Who You'll Be

- Mission-driven professional passionate about increasing college attainment for historically under-represented students
- Social justice champion committed to promoting educational opportunity for all students and families
- Entrepreneurial spirit who thrives in a workplace characterized by autonomy, flexibility, transparency and accountability



- Collaborative team player who works well with others from diverse backgrounds, uplifts and celebrates our teammates and engages in healthy debate and feedback to get the best results for students and families
- Resourceful, persistent learner with a growth mindset, constantly seeking to “find a way or make one” to master your craft and improve results.

We're Looking For

- Bachelor's degree, *required*
- 3+ years of successful experience within non-profit development and fundraising or education, *required*
- Fluency working in Microsoft Office or Google Suite, *required*
- Access to reliable transportation, *required*
- Experience with a customer relationship management tool, such as Bloomerang, Salesforce or Raiser's Edge, *strongly preferred*
- Knowledge of public education and charter schools, *preferred*

We're Committed To Giving You

- A competitive and transparent salary (\$85,000-105,000, depending on background and experience)
- Medical, dental and vision coverage - including a fully-paid medical and dental option for employees and their families - and flexible spending account options
- Paid family leave, short-term disability and life insurance benefits
- Fitness and entertainment discounts
- Generous paid time off and holidays
- 403b retirement savings plan, with company match
- A place to grow, learn and be a part of the Ednovate family

We Believe in Inclusion

We aim to intentionally develop a schoolwide culture in which every student and teammate feels a sense of belonging. Ednovate does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. Employees must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

We know applying for a new job can be daunting, and studies have shown that individuals from historically underrepresented communities may only apply to roles when they meet 100% of the qualifications. We encourage all interested candidates to apply. You may be just the person we need! If you have any questions about your application or interview process, do not hesitate to email hiring@ednovate.org. We are here to help.

Link to Application:

https://ednovate.hrmdirect.com/employment/job-opening.php?req=3422436&req_loc=821008&&#job