



DEVELOPMENT MANAGER JOB DESCRIPTION

ORGANIZATION OVERVIEW:

Families in Schools (FIS) is a nonprofit organization based in downtown Los Angeles, California, whose mission is *to involve parents and communities in their children's education to achieve lifelong success*. We foster a mission-driven, collaborative work environment where teamwork, communication, excellence, quality, integrity, inquiry and commitment to community are highly valued. To learn more about FIS programs and services please visit: www.familiesinschools.org.

POSITION OVERVIEW:

FIS seeks a dedicated and team-oriented professional who is passionate about parent engagement and is interested in supporting the mission, vision, and ongoing development of the organization. The Development Manager will report to the Director of Strategic Partnerships, and will be a critical part in the execution of the organization's fund development plan. FIS seeks a diversified funding model and expects the Manager to support the organization's revenue growth particularly in 3 areas: 1) event sponsorship for the annual Alliance conference, (2) foundation/corporate support, and (3) individual donations. This is a full-time, exempt position reporting to the Director of Strategic Partnerships.

RESPONSIBILITIES:

Development (80%)

- Lead the fundraising, planning, and execution of the annual FIS Alliance conference.
- Secure foundation and corporate grants to support programmatic work.
- Secure corporate sponsorships for annual awareness campaigns.
- Develop organization's infrastructure for growing its individual giving and major donor capacity.
- Promote FIS, its mission and social impact through marketing and branding strategies.
- Coordinate with the Accounting department to ensure sound gift processing procedures are implemented.
- Maintain the organization's good standing with Guide Star.
- Develop online giving strategies and language for giving campaigns.
- Assist in management of volunteer and internship programs.
- Provide support for earned income strategy goals, as needed.

Communications (20%)

- Manage content development for and execution of external communications, annual reports, and fundraising materials, including website updates, email marketing, blog posts, brochures, one-pagers, photo and video concepts.
- Assist with the development and implementation of a Strategic Marketing and Communications Plan that ensures consistent representation of FIS, its mission and social impact, both internally and externally.

Other

- Perform other duties as requested and relevant to the organization's development and communications operations.

QUALIFICATIONS:

This is a great position for an entrepreneurial development professional with demonstrated experience in achieving aggressive fundraising goals and growing an organization's funding portfolio.

- Bachelor's degree in a related field and 5-7 years of nonprofit fundraising experience, preferably in education. An advanced degree is preferred.
- History of having met annual fundraising goals of \$1–2M.
- Experience leading fundraising events and annual galas.
- Experience developing and implementing marketing and branding initiatives.
- Exceptional people skills and the ability to build trust among staff, senior management, the FIS board and external partners.
- A team-player who can build a sense of community among staff and partners in supporting the mission and vision of FIS.
- Experience working with a diverse fundraising portfolio of foundations, corporations, individuals and major gift donors.
- Superb writing skills requiring minimal edits and supervision.
- Ability to convey ideas and communicate concepts in writing with clarity and accuracy.
- Social media savvy with experience integrating new technologies and giving platforms.
- High degree of flexibility with an ability to make recommendations and gain buy-in to advance agency goals.
- Excellent listening and public speaking skills.
- Commitment to collaboration, teamwork, and accountability to oneself and others.
- Culturally competent with the ability to seamlessly adapt in multicultural, multi-ethnic environments.
- Willingness to work weekends and evenings, and travel as necessary.
- Access to a car, possession of a valid driver's license, and proof of automobile insurance.

OTHER SKILLS:

- Bilingual in Spanish and English strongly preferred.
- Proficient in Microsoft Office and other online tools.
- Excellent oral and written communication skills and strong interpersonal and human relations skills.
- Ability to work independently, work on multiple projects simultaneously and effectively as well as part of an interdepartmental team.
- Ability to thrive within a fast-paced, results-driven environment and work on multiple projects simultaneously and effectively.
- Demonstrate an openness to feedback and a commitment to learning and improving;
- Commitment to excellence in building the assets of underserved families;
- High degree of integrity, strong work ethic and commitment to the efficient and effective use of resources;
- Capability to think strategically and execute tactically within a high-functioning team-oriented environment;
- Ongoing use of good judgment, tact and diplomacy in all professional matters;
- Committed to building positive relationships with all agency stakeholders, across levels, roles and functions.
- Ability to work in a fast-paced, results-oriented environment while maintaining quality attention to detail;
- Ability to effectively work both independently and as a member of a highly collaborative, integrated team;
- Ability to lift up to 25 lbs.

WHAT WE OFFER:

Families in Schools is an at-will employer.

- Salary commensurate with your experience.
- We offer a competitive benefits package including health and life insurance, 401k retirement plan, and paid time off.

HOW TO APPLY: Send your resume and salary requirements to: hr@familiesinschools.org (No phone calls please.)