



Position Announcement Manager, Development and Donor Stewardship

The Southern Education Foundation (SEF), located in Atlanta, GA, seeks outstanding candidates to fill a Manager of Development and Donor Stewardship position to oversee SEF's donor relations program and manage its fundraising initiatives. The Manager of Development and Donor Stewardship is an essential team member in SEF's development operations and the strategic management of the organization's relationship with its top donors. The position involves managing philanthropic grants, individual and corporate gifts, and planned and annual giving campaigns. The successful candidate will be responsible for managing SEF's fundraising campaigns and communicating with current and prospective donors. This position will ensure each partner, donor, and/or volunteer receives outstanding recognition, responsive reporting, compelling experiences, and tailored opportunities that help advance SEF's work. The Manager will ensure donor funds are appropriately established, awarded, and reported and will work with colleagues across SEF to make sure that donor funds are administered under their guiding gift agreements, donor intent, and SEF policies.

The Manager will be responsible for overall grant management, documenting payments and expenditures, optimizing the grant administration process, preparing progress reports, ensuring compliance with grant regulations, drafting and submitting grant reports, managing grant databases, engaging with donor agencies, educating staff on grantmakers' policies, and preparing financial reports.

This position reports to the Chief of Staff and is the point of contact with the fundraising consultants.

Candidates interested in this position should have working knowledge of and genuine interest in improving educational opportunity across the P-16 continuum and working to ensure that education is the vehicle by which all students get fair chances to develop their talents and contribute to the common good.

For more than 150 years, SEF has made outsized contributions to improving education at all levels, from pre-kindergarten through higher education. SEF works to improve equity, excellence, and opportunity in education nationally. Research, policy analysis, advocacy, and programs are the primary means through which SEF pursues its mission.

A bachelor's degree is required. Candidates should: be able to organize and prioritize workload to effectively complete multiple assignments; have experience in reviewing and tracking grants, contracts, and agreements, as well as exceptional written, oral, and electronic communication skills; have the ability to interact with diverse external audiences; effectively communicate and embody the value, belief, purpose, and mission of the organization; have experience working both independently and in cooperation with other staff members while displaying a positive, cooperative attitude; and exhibit sensitivity to and respect for differences in personal, professional, and business relationships on behalf of the Foundation.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Segmenting giving levels and creating new and innovative programs that speak to the organization's mission
2. Developing a budget that addresses the needs of the department
3. Work in collaboration with Senior Leadership and external consultants to develop and oversee our annual fundraising goals and program
4. Developing policy, quality control guidelines, and standards for all donor recognition programs
5. Managing and leading stewardship with the goals of retaining donors and maximizing their lifetime value through the delivery of outstanding customer service
6. Managing grant reporting process including drafting and submitting grant reports, as well as ensuring compliance with grant reporting requirements
7. Developing a strategy for donor care and leading, implementing, and directing a comprehensive program of donor relations and stewardship plans designed to acknowledge and recognize all donors
8. In conjunction with SEF leadership and fundraising consultants, managing an annual fundraising plan
9. In conjunction with fundraising consultants, directing acknowledgment, cultivation, and stewardship efforts with an eye to moving donors through the pipeline
10. Developing and maintaining "high-touch" donor care programs, such as support for those donating personal milestone gifts, to leverage top-notch donor care into lifetime giving
11. Establishing and managing information tracking processes for acknowledgment, recognition, ongoing communications, and continued cultivation of past and current mid-level major donors to enhance their relationship with the organization and increase the likelihood of continued contributions
12. Providing ongoing education for the development and donor care teams on "best practices" in donor relations and stewardship
13. Working with the Chief of Staff and fundraising consultants to create, manage, and produce welcome kits, presentation portfolios, fact sheets, birthday, wedding, condolence cards, and customized gifts that are personalized and speak to the organization's mission
14. Developing and executing donor cultivation initiatives to maximize donor loyalty and lifetime giving, including thank you calls to new donors, acknowledgment of gifts, donor-recognition programs, and tele|virtual events for segments of supporters
15. Ensuring that donor communications are optimized across channels and departments
16. Overseeing/managing donor databases/CRM systems (i.e. Salesforce)
17. Managing the grant process including, but not limited to, grant-writing, grant submission, grants management, and compliance with grant reporting requirements.
18. Developing, preparing, submitting, and tracking proposals/grant applications by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation, in coordination with appropriate internal staff; meeting proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal/submission
19. Assisting with identifying prospective individual and corporate donors, as well as philanthropic and federal grant opportunities, and helping to cultivate those relationships.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree is required
- 3-5 years of fundraising/development experience working on donor relations and stewardship, grants writing, and grants management

- Ability to establish measurable goals and objectives and develop and implement strategies to achieve them
- Ability to organize resources and establish priorities
- Proven ability to work with colleagues and donors across multiple departments in a collaborative and cooperative spirit
- Ability to work independently and as part of a team
- Superior customer service skills
- Strong computer skills, including advanced skills in Microsoft Office Suite, and Salesforce, and ability to learn donor databases used by SEF
- Demonstrated ability to establish project outcomes, goals, and expectations, and achieve results
- Excellent communication (written and oral) skills with the ability to translate information into a meaningful, understandable context and message, regardless of the format (e.g., documents, public speaking situations, presentations, etc.)
- Organizational, project, and priority management skills for planning, executing, and following up on issues, tasks, and daily responsibilities to meet established deadlines
- Attention to detail

Compensation and benefits are competitive.

Interested candidates should submit: 1) a letter of interest; 2) a current resume; 3) names and contact information of three references to (hr@southerneducation.org) with Manager of Development and Donor Stewardship in the subject line of the email.

Applications will be accepted until 04/15/21.

The Southern Education Foundation is an equal opportunity employer. Candidates of all backgrounds are encouraged to apply.