

DEVELOPMENT MANAGER

The Educational Enrichment Foundation (EEF) is an independent non-profit that provides resources to enhance and enrich student learning in the Tucson Unified School District (TUSD). Visit eefucson.org.

OVERVIEW

The Development Manager is responsible for establishing, cultivating, and stewarding quality relationships with individuals and supporters resulting in a donor portfolio that consistently meets and exceeds funding objectives to support and expand EEF's programs.

We are seeking a creative self-starter who:

- can demonstrate proven fundraising success and ability to inspire people to support a cause.
- delights in discovering and establishing authentic, meaningful donor relationships.
- enjoys executing effective events utilizing proven fundraising strategies.
- demonstrates business acumen, good judgement, self-motivation, and initiative.
- is proficient at managing their own schedule, speaking/presenting to large groups, time-management, and achieving organizational objectives.
- is passionate about creating and building equitable educational opportunities for Tucson children/youth to make a lasting impact in the Tucson community.

DUTIES

- Identify, cultivate, solicit, and steward existing individual donors while developing new donor and community relationships to expand and achieve organizational fundraising objectives.
- Build and maintain a portfolio of ~100 current and prospective individual donors. Demonstrate measurable moves, including phone calls, in-person or virtual meetings, and solicitations to meet performance objectives and attain year-over-year growth.
- Plan and execute fundraising activities/events that engage and inspire donors, including collaborating with EEF's team on our annual signature event, the Ray Davies Lifetime Humanitarian Award Luncheon.
- Manage fundraising income strategies in alignment with organization's budget. Provide strategic input, research trends, and innovative ideas to accomplish objectives and increase fundraising success.
- Coordinate and communicate development activities with EEF Team weekly to ensure EEF website and social media highlights relevant campaigns, events, stories, and initiatives. Identify and arrange opportunities for media coverage.
- Create strategic stakeholder communications (letters, emails, social media, and e-news) for 4-6 annual giving campaigns. Ensure timely thank you letters, cards and calls.
- In partnership with Executive Director, develop and revise annual Fundraising and Development Plan including clear objectives and metrics to reach defined goals within budget. Report development progress and analysis to the Executive Director and Board.
- Use Aplos CRM consistently and effectively to document information and moves, analyze past giving behavior, and prioritize donors.

Ability to organize daily activities, calendar appointments, and accomplish priorities within budget.

REQUIRED QUALIFICATIONS

- Min. 5 years of proven experience in successful year-over-year fundraising, event planning/execution, and quality relationship-building. Fundraising certification is a plus.
- Bachelor's degree or equivalent related experience in the nonprofit sector or public education.
- High degree of integrity, follow through, attention to detail, and business acumen.
- Proficiency in Microsoft Office programs and willingness to learn and master new applications.
- Demonstrated ability in planning, tracking, and meeting deadlines, communicating with stakeholders, taking initiative, and completing work with minimal supervision.
- Superb written, verbal and interpersonal skills, including experienced public speaking.
- Ability to respect the confidentiality of donor records and privacy of beneficiary stories.
- Apparent passion for and commitment to providing underserved K-12 populations with equitable educational opportunities to help them pursue and achieve success.
- A valid driver's license, proof of insurance, and reliable automobile.
- Strong customer service skills and service with a smile.

BENEFITS:

- Starting salary range \$52K - \$60K
- Medical: EEF pays 80% of employee premium/60% of dependents' premium
- Dental: EEF pays 75% of employee premium/50% of the dependent premium
- Vision, Short Term Disability, Long Term Disability, \$10K Basic Life/AD&D available for purchase
- Nine annual paid holidays, plus paid holiday closure the week between Christmas and New Year's holidays.
- Accrued paid vacation time and sick leave.
- Cell phone reimbursement (\$40/month)

The Education Enrichment Foundation appreciates and values the diversity within Tucson Unified School District (TUSD). We strive to be inclusive and representative of the TUSD community in all that we do, including our organizational governance, staffing, and the implementation of our programs. We work to ensure all TUSD students, staff, and teachers, including those with marginalized identities, have the opportunity to grow, contribute, and succeed.