



Director of Development Operations

Education Forward Background: [Education Forward Arizona](#) was created through the collective will of diverse sectors and communities across the state to change the way people think about and support education as the key driver to improving the economy and the quality of life in Arizona. Education Forward Arizona launched in August 2021 combining the talent, resources, and missions of Achieve60AZ, Expect More Arizona and College Success Arizona to be an even stronger force for education. At Education Forward Arizona, we believe that improving the quality of education in Arizona will improve the quality of life for all Arizonans. The organization is focused on improving education outcomes for students at all levels by being a statewide voice for P-20 education, implementing effective programs, and advocating for policy change.

Position Summary: This position is responsible for providing management and coordination of Education Forward Arizona's development/fundraising efforts, grant management, stewardship of donors and grantors, and reporting associated with all development activity. The Director is responsible for assisting in the design of a fundraising plan and fulfilling strategies to meet annual fundraising goals. This position also leads operations activities associated with fundraising and development for the organization and develops systems and procedures to ensure operational efficiency and effectiveness. A hybrid (office / home office) work schedule is possible following an initial office-based orientation period.

Job Responsibilities:

- Assists in development of and supporting annual and long-term fundraising goals, and implementation of strategy and activities to meet these goals.
- Provides regular updates and creates systems to track progress of goals to organizational leadership and Board members.
- Works with the COO and other leaders to build and diversify the organization's revenue streams, including foundation, corporate, individual, and government funding.
- Designs and supports fundraising campaigns and implementation plans. Works across cross-functional teams to coordinate the execution of fundraising plans.
- Manages, cultivates, and stewards a selected portfolio of donors.
- Provides administrative support for private and public (government) grants, including grant writing, ongoing reporting, and compliance. Maintains and meets a calendar of critical deadlines and due dates.
- Manages and occasionally develops a fundraising pipeline, including a quarterly list of donors and fundraising projections.
- Works with and provides staff leadership to Board committees and working groups related to fundraising.
- Supports the development of Education Forward Arizona's individual giving strategy and its implementation, including major gifts, annual fund, and grassroots giving.
- Supports the development and fulfillment of strategic partnership ideas and their successful implementation.
- Coordinates and manages fundraising operations activities and gift processing; tracks all gifts; manages donor recognition and communication.
- Researches and maintains a database of state and national fundraising opportunities. Maintains calendar of grant application and reporting deadlines.
- Researches and creates materials to prepare the President and CEO, and other senior leaders for funder meetings. Tracks status of funder meetings.
- Supports the execution of fundraising communications materials and campaigns in partnership with the Marketing and Communications team.



- Effectively use Salesforce as the key strategic tool, and other platforms and relevant tools, to track progress towards Education Forward Arizona's annual goals, to track grant deliverables, to align grants to internal teams, to communicate with donors and partners, and to build and share report / dashboards and other management tools to gauge effectiveness and impact.
- Ensures compliance with organizational policies and procedures.

Required Skills and Competencies:

- Bachelor's degree required in non-profit management, business, or a related field.
- Minimum 5 years of professional experience in a related position or field strongly preferred.
- Proficiency in Microsoft Office products and comprehensive CRM tools / platforms is required. Proven knowledge and prior usage of Salesforce and marcomm platforms like Constant Contact is a plus.
- Valid Arizona driver's license, proof of auto insurance coverage, and daily access to personal vehicle.
- Ability to occasionally travel around the state, as needed.
- Occasional availability outside of typical 8:30 a.m. – 5 p.m. workday, as necessary.
- Strong alignment with Education Forward Arizona's mission, core values, and a passion to improve the quality of education in Arizona, leading to an improved quality of life for all Arizonans.
- Demonstrated ability to write grants, secure funding, and report to funders.
- Demonstrated ability to lead and support operational fundraising functions.
- Exceptional attention to detail and impeccable organization is required.
- Ability to manage multiple projects simultaneously.
- Motivated self-starter with ability to work independently.
- Strong written and verbal communications skills. Able to write compelling communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences, including individual prospects and donors from all walks of life is necessary for success.
- Ability to exercise good judgment in safeguarding confidential or sensitive information.
- Able to identify problems and analyze alternatives to develop viable recommendations for projects and assignments.
- Knowledge of education issues is desired but is not required.
- Enjoying being part of and supporting a diverse team of professionals located in the main office, in home offices, and across the state is important.
- Able to lift up to 30 lbs., if needed.

Salary Range: Commensurate with experience.

Job Status: Full-time, exempt, salaried position with benefits package

Job Location: Hybrid work environment in Phoenix, AZ. US Work Authorization Required.

To Apply: Send your resume, cover letter, and salary requirement to Becki Stephens at jobs@educationforwardarizona.org. Interviews will start in January.

The statements in this description represent typical elements, criteria and general work performed. This is not an exhaustive list of all responsibilities, duties, and skills for this job. Education Forward Arizona is an equal opportunity, affirmative action employer. It is a strongly held value of the organization that opportunity is not limited by gender, race, class, sexual orientation, disability, or age. All candidates will be evaluated on a merit basis.

All employees at Education Forward Arizona are required to be fully vaccinated for COVID-19 as a condition of employment. Education Forward Arizona complies with all obligations to provide reasonable accommodations in accordance with all applicable laws.