



Development Manager

Background. [Education Forward Arizona](#) is a dynamic statewide education advocacy organization dedicated to advancing education as a fundamental catalyst for improving Arizona's economy and overall quality of life. A leading voice for education in the state, Education Forward Arizona actively promotes the Achieve60AZ education attainment goal and collaborates on a comprehensive action plan to move the goals of the [Arizona Education Progress Meter](#) forward.

The organization's mission extends to mobilizing individuals and communities to advocate for policies and funding that enhance educational outcomes from pre-K to postsecondary education. Additionally, Education Forward Arizona provides scholarships and programs designed to elevate postsecondary attainment for Arizona's diverse student population. Learn more at [EducationForwardArizona.org](#).

Position Summary. The *Development Manager* plays a crucial role in advancing Education Forward Arizona's mission by collaboratively working with the Senior Development Officer (SDO) to execute key aspects of fundraising processes and development functions. This multifaceted position requires a dynamic, results-oriented individual with exceptional organizational, communication, and relationship-building skills. The Development Manager will manage donor relations, corporate and foundation grant activities, and orchestrate impactful fundraising events. The successful candidate will exhibit proficiency in Salesforce, grant management, and event coordination.

Essential Duties and Responsibilities:

During the initial three to four months in the role, the Development Manager is expected to acquire the knowledge and skills necessary to integrate and utilize all development functions (donations, fundraising, grants, etc.). Key anticipated activities during this period include:

- Immersion in Salesforce to understand the platform's functionalities and configurations related to donor management, campaign tracking, grant management, etc.
- Provide reports needed for effective decision-making and performance tracking.
- Apply new processes and features, begin following and utilizing the features, and document updated configurations and best practices for future reference.
- Seek feedback and insights from team members to ensure alignment with their operational needs.

Donor Management – 40% approx.

- Maintain and update comprehensive giving history, communications, and prospect information in Salesforce; regularly update donor records to reflect the most current and relevant information.
- Manage and execute diverse fundraising campaigns, such as the end-of-year giving appeal, employee giving, Arizona Gives Day, and third-party fundraisers; strategically coordinate campaigns across various channels to maximize reach and impact.
- Develop and write engaging content for the monthly donor e-newsletter to foster meaningful connections with donors; ensure that content aligns with the organization's messaging and encourages ongoing donor support.
- Actively engage in various donor fundraising committees to drive progress and success; collaborate with committee members to ensure activities align with organizational and development goals.
- Provide prompt acknowledgment to donors who make a gift; implement efficient processes to express gratitude and strengthen donor relationships.

Corporate and Foundation Grant Management – 30% approx.

- Conduct thorough research to identify potential general support grants; actively participate in the end-to-end application process, demonstrating a strategic approach to enhance success.
- Collaborate closely with the SDO to build and nurture relationships with grant-giving foundations; utilize donor research tools effectively to identify new foundation prospects for engagement; and proactively reach out to foundations to establish and foster partnerships aligned with development goals.
- Coordinate the entire grants management process, ensuring meticulous tracking of submission deadlines and submission content and monitoring outcomes; work closely with the finance team to develop accurate and compelling budgets tailored to specific grant proposals.
- Provide detailed and comprehensive content to the Marketing team for promotional purposes as needed; assist with accurate and impactful funder recognition strategies.

Fundraising Event Management – 30% approx.

- Take a leadership role in the planning and executing of fundraising events; manage event logistics, including venue coordination, scheduling, and resource allocation; coordinate and manage staff and volunteers, ensuring their roles are well-defined; exercise precision in budgeting, monitoring expenditures, and optimizing resources.
- Collaborate closely with the SDO and fundraising committees to plan events strategically; participate in meeting preparation, including agenda development, documentation, and coordination of resources; take detailed notes during meetings, ensuring accurate and comprehensive records; facilitate clear and efficient communications among team members, ensuring everyone is aligned with event goals and tasks.
- Manage the invoicing process for event sponsors, ensuring accuracy and timeliness; oversee the collection process, maintaining open communication channels with sponsors; work closely with the finance team to reconcile event-related financial transactions and provide proper documentation.

Skills and Competencies:

- Bachelor's degree in Non-profit Management, Public Relations, Communications, or a related discipline.
- 2–4 years of nonprofit development experience, demonstrating a deep understanding of donor relations and event management.
- Strong computer proficiency in Microsoft Office and CRM systems (such as Salesforce) for maintaining donor records and managing campaigns; comfort and proficiency in using fundraising tools and other relevant technologies.
- Certified Fundraising Executive (CFRE) or Chartered Advisor in Philanthropy® (CAP®) designation desired.
- Ability to clearly articulate the organization's mission and fundraising goals to various audiences.
- Adept at building and maintaining positive relationships with donors, team members, and external stakeholders, and the ability to lead and guide staff and volunteers toward common fundraising goals.
- Ability to understand the perspectives of donors and partners to create engaging content for newsletters, promotional materials, and other communications.
- Proficiency in planning and executing diverse fundraising campaigns across various channels and effectively implementing efficient processes for promptly acknowledging donor contributions.
- Ability to collaborate effectively with the SDO and fundraising committees.
- Proficiency in planning and executing fundraising events, managing logistics, scheduling, and resource allocation.
- Strong research skills to identify potential grants, coupled with the ability to participate actively in the end-to-end grant application process.
- Precision in budgeting for fundraising events and grant proposals, collaborating closely with the finance team.
- Collaboration skills to build and nurture relationships with grant-giving foundations, utilizing donor research tools.
- Exceptional organizational and time management skills with meticulous attention to detail.
- Skill in navigating unforeseen challenges and developing creative solutions to overcome obstacles.
- Ability to adapt to changing priorities and quickly grasp new concepts, technologies, and fundraising trends.
- Strong commitment to identifying areas of improvement, adapting to changing needs, and adopting best practices.
- Upholding high ethical standards in all fundraising practices, ensuring donor trust and organizational integrity.
- Any combination of education, training, and experience that provides the necessary knowledge, skills, and abilities may be considered.

Salary: \$65,000 - \$70,000 Commensurate with experience.

Job Status: Full-time, exempt, salaried position with a benefits package, 40 hours per week; hybrid work schedule.

Job Location: Phoenix, Arizona. US Work Authorization Required.

Application Process: To apply, combine the following documents in an email to jobs@educationforwardarizona.org:

- Cover Letter (Statement of interest and qualifications, based on this description)
- Current resume

This position is open immediately. The close date for applications is open until filled.

The statements in this description represent typical elements, criteria, and general work performed. This is a partial list of this job's responsibilities, duties, and skills. Education Forward Arizona is an equal opportunity, affirmative action employer. It is a firmly 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. Education Forward Arizona complies with all obligations to provide reasonable accommodations in accordance with all applicable laws.