

# Position Announcement: Development Associate



The Colorado Education Initiative (CEI) is seeking a **Development Associate** to support fundraising activities for our organization. The ideal candidate for this role is skilled at creating and maintaining processes and systems, is impeccably organized, experienced at database management, enjoys “managing up” to and across a team of senior leaders, and is excited about advancing work on behalf of schools and school districts across Colorado. This person has a high standard for customer service, is a strong communicator, and is drawn to growth opportunities in development and communications. This position will report to the Vice President of External Relations.

## About Colorado Education Initiative

[Colorado Education Initiative](#) (CEI) is at the forefront of improvement, innovation, and change in Colorado’s public education system. CEI is a statewide nonprofit organization that invests time, expertise, and dollars in K-12 public education. For over 10 years, CEI has worked with educators as an inspired and supportive partner on the ground in over 150 urban, suburban, and rural school districts. CEI is known as a visionary organization that fuses best practices with innovation, that is tuned into today’s school dynamic and always mindful of what the future demands.

We are embarking on a new strategic plan that sharpens our focus as an implementation expert, innovation thought leader, and statewide convener in public education. Our mission is to accelerate improvement and innovation in Colorado schools. Our vision is to support transformation in the education system so that every student in Colorado is prepared and unafraid to succeed in school, work, and life, and ready to take on the challenges of today, tomorrow, and beyond.

Of note, we are also early on an organizational journey to more deeply prioritize diversity, equity, and inclusion in the work we support across Colorado. We are beginning to identify and embed promising practices in our culture and talent systems and are making a focused set of investments in the professional development of our team. We believe our work demands this because of the historic and current experiences in the school systems in which we operate and because we believe the outcomes we seek for students requires the prioritization of equity. In all roles, we welcome candidates who are eager to participate in and contribute to this work and whose lived experiences deepen our perspectives on the education system.

## Responsibilities

### Process and Systems Management:

- Establish and manage a seamless and comprehensive process for tracking and monitoring funding opportunities through entire life cycle (research, prospect, vet, brief, write, submit, track, acknowledge, report)
- Create a central repository for all grants and proposals and organize and maintain a content library for tagging and standardizing written content
- Work closely with Leadership Team to ensure all development activities are successfully completed, managing up to and across a variety of senior team members
- Support a culture of positivity and customer service internally and externally
- Ensure compliance with funding requirements and compile materials for grant applications
- Administration and management of donor database and paper records including donation tracking and reporting

### Donor Communication and Cultivation Events:

- Maintain excellent communication with donors (foundations, corporate, individual) and represent the organization in a professional manner
- Ensure tax receipt letters, email acknowledgements, and hand written thank you notes are generated

- Support VP External Relations with planning and management of external events to cultivate corporate donors (approximately 6 events per year)

#### **Finance and Reporting:**

- Work closely with project teams and finance team on grant tracking to ensure proper coding of funds
- Manage the processes for receiving funds via credit card, checks, online donations, and stock transfers
- Assist with managing internal development budget and Board updates
- Monitor deadlines to ensure finance and project teams complete grant reporting on time

#### **Development Strategy:**

- Support the VP External Relations and Leadership Team in creating a cohesive strategic development plan that includes foundations, corporations, individuals, the board, fee-for-service, and miscellaneous giving
- Perform prospect research as needed and assist with evaluation of prospects
- Ongoing interaction and reporting on development activities to CEI's Leadership Team
- Assisting with Board of Directors Development Committee meetings and Board development efforts

#### **Continuous Improvement:**

- Ensure process debrief is completed after winning/losing funding
- Integrate learning into future development efforts

### **Qualifications**

A successful candidate will have at least two years of experience with managing systems and processes for an organization, database administration and maintenance (preferably a donor database), monitoring proposal process and deadlines, prospect research and compiling materials for proposals and/or grant applications. The candidate will also have advanced Excel knowledge and skills.

### **Competencies**

This position requires strong project management, organizational, interpersonal communication, collaboration, relationship building and multi-tasking skills and the ability to anticipate and take initiative to predict and solve problems.

### **Compensation**

- Full-time position
- Salary commensurate with experience in a range of \$40,000-\$55,000
- Unique and comprehensive benefits package including some flexible scheduling available

### **To Apply**

Please send a resume and cover letter to [jobs@coloradoedinitiative.org](mailto:jobs@coloradoedinitiative.org). Applicants should indicate the position in the subject line of the email. The first round of applications will be reviewed on January 22, 2018 and the position will be filled as soon as a qualified candidate is identified. No phone calls, please.

*The Colorado Education Initiative is an equal opportunity employer that values diversity in the workplace. CEI strives to be an inclusive organization, and as such takes affirmative action to ensure that discrimination does not occur against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law.*