

# Position Announcement: Development Associate



[Colorado Education Initiative](#) (CEI) is seeking a **Development Associate** to support grants and business development efforts. The ideal candidate for this role is skilled at creating and maintaining processes and systems, impeccably organized, experienced at database management, comfortable “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 is a strong writer and communicator and has a high standard for customer service. Some grant writing is included in the position, although the Development Associate will often support the writing of more senior staff and content experts from across the organization. CEI’s revenue mix is approximately 40% earned income and 60% philanthropic; this role will support activity in both categories. This position will report to the Chief of Research and Development.

## About 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 almost 15 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 works 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 a future in which 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. We currently partner deeply in nearly 50 Colorado school districts and have limited work in other states in the region. In addition to our field implementation work, we engage in important policy and innovation agendas in Colorado. Our success is driven by a passionate team of diverse individuals who truly enjoy working together and embody our core mindsets: dream big, act small, pivot quickly; constant learning and adaptation; flexible, nimble, and purposeful; partnership and service orientation.

Of note, we are committed to prioritizing diversity, equity, and inclusion in the work we support across Colorado. We seek to identify and embed equity-seeking practices in our culture and talent systems and have made a focused set of investments in the related 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 require 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

### Development Process and Systems Management

- Support the execution of a seamless and comprehensive process for all systems through the entire development life cycle (research, prospect, evaluate, draft, review, submit, track, acknowledge, report)
- Project manage internal development-focused meetings and communications
- Manage all operational tasks related to development (reporting, invoicing, contracting)
- Work closely with development team to ensure all development activities are successfully completed, including the oversight of all development timelines
- Support a culture of positivity and customer service, both internally and externally

### Proposal Development

- Develop, communicate, manage, and execute proposal timelines and processes
- Collaborate with senior team to support proposal design process; curate, draft, and/or edit proposal content
- Organize and archive all proposal attachments and materials
- Ensure proposal submissions are on time and effectively executed

## Business Development

- Conduct and document grant, funder, and prospect research aligned to CEI strategy and learning agenda
- Monitor development opportunities (grants, RFPs) and support development team to vet opportunities
- Collaborate with communications team to leverage CEI marketing and communications practices for business development

## Event Support

- Ensure events are planned and implemented successfully, embody CEI standards, and are high quality
- Represent CEI and serve as the primary point of contact for participants throughout events
- Manage and coordinate all event logistics and anticipate and solve problems that emerge
- Coordinate and support event team members, external partners, and contractors to fulfill their roles in all events
- Manage CEI event registration systems

## Qualifications

A successful candidate will have at least two years of experience managing systems and processes for an organization, administering and maintaining databases (preferably a donor database), monitoring proposal processes and deadlines, prospecting research, and compiling materials for proposals and/or grant applications.

## Competencies

This position requires strong project management, organizational skills, interpersonal communication, written and verbal communication skills, collaboration, relationship building, multi-tasking skills, and the ability to anticipate and take initiative to predict and solve problems with an orientation toward constant improvement.

## Compensation

- Full-time position
- Salary commensurate with experience in a range of \$50,000-\$55,000
- Competitive benefits package
- Hybrid work environment including some flexible scheduling and work-from-home options
- Role is based in Denver, but if you live elsewhere in Colorado and are willing to travel, we'd love to talk with you

## 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 July 14 and the position will be filled as soon as a qualified candidate is identified. No phone calls, please.

*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.*