

JOB DESCRIPTION – DEVELOPMENT MANAGER

POSITION: Development Manager
LOCATION: Los Angeles, CA
REPORTS TO: Development Director

BACKGROUND

The Partnership for Los Angeles Schools (“The Partnership”) was founded in 2007 as the cornerstone of Mayor Antonio Villaraigosa’s strategy to improve education in Los Angeles. It is structured as an independent, nonprofit organization that contracts with LAUSD to transform schools across four underperforming families of schools (a K-12 feeder pattern). The mission of The Partnership is to transform teaching and learning so that all students have a foundation for academic excellence and personal success.

Today, The Partnership is transforming 21 of the lowest performing schools in LAUSD and serving approximately 20,000 students. It is the only major turnaround organization operating at scale in California. The Partnership has achieved promising results in its first two years. Some of the initial results include:

- 36-point average two year growth on the Academic Performance Index (API) across all Partnership schools.
- 99th Street Elementary’s API score jumped 52 points last year and 106 points over the last two years, placing it in the top 2% of all LAUSD schools in terms of growth; and
- Roosevelt High School had the two greatest years of consecutive API growth during the school’s history.

For more information, please visit www.partnershipLA.org.

OPPORTUNITY

The Partnership is seeking a highly energetic, self motivated individual to help expand and deepen its private and public fundraising efforts. The Development Manager will be part of a 3-4 person development team and report directly to the Director of Development. The Development Manager will be expected to work very collaboratively with the Director of Partnerships and the Development Associate.

Responsibilities include, but are not limited to:

- Write both public and private grant proposals.
- Track all activities related to existing gifts and grants, including preparing formal reports in a timely manner. This may include complex government grant reporting.
- Develop and maintain a strategic database to track all funds received, funds outstanding, donors, prospective donors, key deadlines, and grant reports.

- Conduct in-depth analysis of new and existing donors (foundations, corporations, and individuals) and make recommendations about how to deepen and expand The Partnership's donor base.
- Research best practices for non-profit fundraising.
- Seek out development opportunities by reviewing Requests for Proposals, government postings, foundation communications, as well as investigating potential co-applicants for strategic grants.
- Work collaboratively with The Partnership staff to synthesize information about school needs and craft development strategies, materials and proposals that reflect these needs.
- Coordinate fundraising events, including large annual event as well as smaller strategic donor meetings.
- Prepare quarterly internal reports to The Partnership's leadership team about the development team's goals and progress toward those goals.
- Ensure that major donors are consistently and appropriately updated about major milestones and challenges of The Partnership.

QUALIFICATIONS The ideal candidate will have:

Experience:

- Bachelor's Degree from an accredited university.
- 3-5 years of work experience in non-profit or other related field.

Skills:

- Excellent verbal and written communications skills.
- Ability to effectively communicate with varied audiences using multiple mediums.
- Outstanding project management and organizational skills.
- Strong technology skills to support varied fundraising initiatives (e.g., database management, event logistics, donor research, online giving, etc.)
- Ability to work collaboratively with the development team, school stakeholders, as well as entire staff at The Partnership.
- Ease at managing competing demands and determining top priorities with limited supervision.

Personal Characteristics:

- Enthusiasm to help build a strong, proactive development team to serve the dynamic needs of The Partnership.
- Fierce commitment to improving academic achievement for the students attending the schools managed by The Partnership.
- Humility and respect for hard work of school professionals and school parents.
- Sense of responsibility and stewardship for the philanthropic funds entrusted to The Partnership.

SALARY AND BENEFITS

The Partnership offers a competitive benefits package. Salary will be commensurate with experience.

TO APPLY

If you are interested in this opportunity, please send your resume and cover letter to:

Email: Employment@partnershipla.org

Please write your Last Name and “Development Manager” in the subject heading.