



## Development Manager

At the *Institute for Educational Advancement* (IEA), we believe that in order to fully actualize their abilities, children require strong academic and personal development programs provided by skilled educators, administrators, and professionals. IEA is not limited to one approach to learning, but seeks the best strategy for each individual child. As one of the nation's leading organizations for gifted and talented youth, we are committed to the whole child, inspiring students to grow and find balance among all five aspects of self: intellectual, emotional, social, spiritual, and physical.

IEA is seeking a Development Manager who will work with the president, executive team, and staff to develop and implement a comprehensive and proactive stewardship and donor communications program, cultivate new relationships with potential donors and foundations, and help build IEA's visibility, impact, and financial resources to maximize the organization's development, marketing, and outreach efforts.

The Development Manager will work closely with other team members to secure funding for current and new initiatives. This role will create and implement stewardship plans for major benefactors and endowment donors, and provide communication materials to support development and marketing activities. In addition, they will work to support board members in taking on a more active fundraising role. Candidates must be committed to the long-term success of IEA's mission, program goals, and constituents.

### Essential Functions:

- Develop and implement standards, procedures, and tools that enable and encourage best practices and consistency in the identification, acknowledgement, recognition, and reporting to key stakeholders across all fundraising program areas
- Manage donor stewardship involving the President, the Chairman of the Board, and Program managers
- Participate in strategy discussions and recommend and coordinate next actions for stewardship of and communication with donors, working closely with foundation gift officers and management of major gifts
- Direct the grants process, prepare impact reports, and fulfill reporting obligations in conjunction with the finance office
- Ensure recognition of all donors, create personalized correspondence as appropriate, and perform regular audits of communication efforts to ensure highest quality and timeliness of stewardship interaction
- Responsible for day-to-day interaction with donors and supporters, maintenance of donor database, and timely processing of donations and thank you letters
- Maintain accurate and transparent records regarding prospects and donors; manage the CRM / donor database to plan, track, and analyze results of development efforts
- Collaborate with development services, finance, and IT on systems and tools that ensure best practices in fundraising efforts
- Partner with Marketing and Outreach teams to maximize recognition opportunities in various publications and events, and facilitate changes regarding development and marketing initiatives on the website and other platforms
- Monitor and expand a repository of stories and testimonials for use in publications to help reinforce the impact of philanthropy
- Attend meetings of the Board of Directors as requested



- Help identify and facilitate fundraising and donor recognition events, which may include some evening and weekend work, and some travel

Education/Experience:

- College degree with a minimum of three years of development experience required
- Proven success in areas of individual and corporate giving, as well as grant writing and funding
- Experience in communications, marketing, writing, and project management
- Knowledge and understanding of nonprofit educational organizations is a plus
- Experience with Salesforce a plus

Knowledge/Skills/Abilities:

- Exceptional communication skills, including writing experience for the full-range of development activities
- Knowledge of principles and techniques relevant to major gift fundraising
- Advanced skills in MS Office, including mail merges, with a strong proficiency in Excel and development software
- Strong project management skills, and ability to prioritize tasks and meet deadlines under pressure
- Ability to manage and track budgets
- High degree of organization and attention to detail
- Strong writing and proofreading skills
- Fundraising event planning and management experience
- Ability to utilize and protect confidential information
- Ability to work both independently, and work collaboratively as part of a team
- Convey information about IEA with passion and enthusiasm
- A passion for and interest in gifted education

Working Conditions/Physical Demands:

Routine for office environment. The employee will be required to attend meetings/events during evening and weekend hours.

To Apply:

This is a full-time, exempt position located in Pasadena, CA.

Interested persons should submit cover letter and resume. Resumes without cover letters will not be considered.