



Development Manager Position Description

Pivot Learning is a nonprofit organization of K-12 education experts working shoulder-to-shoulder with districts, schools, and state-level policymakers to address the biggest challenges they face. We partner with education leaders at all levels and provide them with the knowledge, skills and support proven to strengthen educational systems and transform teaching and learning.

We are currently seeking a **Development Manager** to join our team. The Development Manager is responsible for coordinating the logistics of fundraising efforts, grant proposals and reports, and providing operational support in the execution of Pivot's fundraising strategies. Key responsibilities include grant writing and reporting, data tracking and management, creation of materials and communications, and general support for the development team. The Development Manager plays a key role in implementing fundraising strategies that meet the organization's strategic goals and build toward longer-term organizational growth and sustainability.

The Development Manager reports to the Director of Development. This is a full-time, Exempt position based out of our Oakland office.

Position Responsibilities

This position helps to drive fundraising efforts by supporting all facets of our development strategy and operations. Responsibilities include, but are not limited to:

- Support the fundraising function with prospecting, proposal and report writing, database management, grants administration, research, and other related tasks.
- Write grant proposals and renewals, respond to RFPs; write grant progress reports, final reports, and other documents.
- Collaborate with other Pivot teams (e.g. Finance, Programs) to gather information and data needed for proposal responses and grant reports.
- Participate in creation and execution of development strategy, including donor pipelining, prospect research, retention/renewal efforts, and correspondence. Provide operational/administrative support for events.
- Manage scheduling and follow-up for funder meetings.
- Responsible for tracking of all grant-related data, including deadlines, grant requirements, and funder contacts. Ensure a high level of data integrity, and develop strong systems for tracking, monitoring, and managing all deliverables.
- May help update website and social media channels, and/or support marketing and communications efforts with newsletters, website, and social media content.
- Ensure that strong organizational systems and structures are in place to support fundraising work.
- Maintains working knowledge of all areas of Pivot's programmatic work in order to accurately represent our work to funders, others.
- Other related duties as required.



Qualifications

- 3+ years development or fundraising experience or other relevant work experience.
- Working knowledge of fundraising, donor relations procedures and techniques. Experience in educator sector preferred.
- Experience with grant writing, RFP responses. Extremely strong writing skills including impeccable grammar and punctuation, and the ability to craft a compelling narrative for funder audiences.
- Culturally competent communication skills.
- An understanding of development operations and a strong desire to make them run smoothly and continually improve them.
- Meticulous attention to detail and eye for aesthetics in reviewing and creating materials.
- Highly organized, with strong follow-through. A self-starter who can work independently but thrives in a collaborative team environment.
- Strong interpersonal skills with the ability to quickly build productive working relationships with colleagues, partners, and funders.
- A positive attitude and approach, especially when faced with ambiguity and rapid change. Thrives in an entrepreneurial environment.
- Strong time management skills and ability to juggle competing priorities and deadlines.
- Tech and digital savvy. Proficiency with Salesforce, MS Office, and Google apps.
- A commitment to the work of Pivot Learning Partners and a desire to continually broaden and deepen the organization's impact.

Compensation and Benefits

Pivot Learning offers a competitive compensation package, including medical/dental/vision insurance, 403b, vacation leave, sick leave, and 15 paid holidays. Salary is commensurate with experience.

Application Instructions

If you would like to apply, please send your resume and a cover letter to resume@pivotlearning.org. Indicate the position title in the subject line of the email for the fastest consideration. In your cover letter, please comment on how your skills and experience are a good match for this position, your salary requirements, and where you heard about this position.

Applications will be reviewed on a rolling basis, so we encourage applicants to submit their materials as soon as possible.

Pivot Learning is an equal opportunity employer and seeks to reflect the diversity of the communities we serve. We do not discriminate on the basis of race, color, religion, national origin, ethnicity, disability, age, sex, gender identity or expression, sexual orientation, protected veteran status, or any other status protected by federal, state, or local laws.