The Campaign for College Opportunity

Full-Time Position: Development Manager
Location: Los Angeles

The Organization

The Campaign for College Opportunity is a nonprofit 501(c)(3) organization that is dedicated to ensuring all Californians have an equal opportunity to attend and succeed in college to build a vibrant workforce, economy and democracy. Our mission is focused on substantially increasing the number of students attending two- and four-year colleges in the state and who complete their college education. Every day, the Campaign fights to make public policy changes that will significantly close racial equity gaps and help more California students enter and complete college. The Campaign maintains offices in Los Angeles and Sacramento.

The Position

Based in Los Angeles and under the supervision of the Vice President of Development & Administration, the Development Manager will provide direct support in cultivating donor relationships and stewardship efforts, tracking and managing between 15 to 20 grants annually, and securing event sponsorships and donations to ensure the Campaign meets its annual fundraising goals. This is a full-time position and is temporarily a hybrid remote work/onsite position due to the COVID-19 pandemic, with two days per week in the office and may become a full-time onsite position in the future. Light travel and some evenings will be required to attend board meetings, events, and other activities.

Key Responsibilities:

1. Support the President and Vice President of Development & Administration with ongoing stewardship of prospective and current funders to include: scheduling meetings, preparing briefing memos, drafting correspondence, and tracking outreach efforts for the Executive Team;
2. Assist the President and Vice President of Development & Administration in developing a strategy for acquiring event sponsors which includes: development of sponsorship packages, drafting sponsor letters and tracking engagement of prospective sponsors, ensuring sponsorship deliverables have been met, and supporting outreach efforts to sponsors;
3. Conduct foundation and corporate research to identify funding opportunities, draft background information briefs, and track engagement activities;
4. Support the Board's own fundraising efforts by providing resources and guidance on personal giving, peer-to-peer fundraising, and leveraging personal networks;
5. Plan and execute annual funder convenings;
6. Draft grant Letters of Interest, proposals and reports in a timely fashion;
7. Work with program staff to track grant activities and deliverables;
8. Maintain grant and donor databases;
9. Draft quarterly funder update letters, letters of introduction on behalf of the President, and other correspondence to ensure funders are kept up to date on the Campaign’s activities;
10. Other responsibilities as needed.

Qualifications

- 3+ years of relevant experience working in a nonprofit organization assisting in fundraising activities;
- Bachelor’s Degree required;
- Strong verbal and written communications;
- Excellent organizational skills;
- Excellent attention to detail;
- Demonstrated ability to manage complex tasks and prioritize competing demands in order to meet deadlines and problem solve;
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and experiencing working with database management programs;

Personal Characteristics

- Committed to, and enthusiastic about, the mission of the Campaign for College Opportunity;
- Adept at multi-tasking in a fast-paced environment, able to plan, prioritize, and organize individual and group activities and processes;
- Committed to owning their area of work and rising to meet the demands of the job while bringing innovation to a way of doing business to improve our office and organization;
- Comfortable asking questions and acknowledging when in need of additional support or information to complete tasks;
- Outgoing, straightforward, and hardworking;
- Able to work independently and take initiative;
- Results oriented;
- An adaptable, flexible problem-solver;
- Team-focused, enjoy working as part of an active group of highly engaged individuals, sharing information readily with co-workers, and listening to and respecting others; able and willing to assist co-workers in the development of their own professional skills in order to ensure the team’s success;
- Able to accept constructive feedback and give constructive feedback so that the organization thrives.
- Able to work some evenings and weekends when needed and be available for minimal travel to attend board meetings and other important events;
- A person who presents a high degree of maturity, honesty, trust, sophistication, and integrity and cultivates these qualities in others.

Vaccination Requirement
For the safety and wellbeing of our staff, the Campaign requires all employees to be fully vaccinated with COVID-19 vaccines and boosters as a condition of employment.

Compensation
Annual salary will be commensurate with experience and qualifications in the range of $70,000 to $80,000. The full compensation package for this position, which includes salary plus generous benefits of 100% medical/dental/vision premium insurance coverage for you and your dependents, life insurance, and a generous 401k match of up to 5%, ranges from $82,400 to $102,000. The Campaign provides three weeks paid vacation, eight days paid sick leave, and 13 paid holidays. The Campaign also provides a paid sabbatical after seven years of service. Annual professional development opportunities as approved by your supervisor are included, as well.

**Selection Process**
The Campaign for College Opportunity will accept applications for the position beginning August 9, 2023. Interested parties should forward a cover letter and resume by email with the subject line “Development Manager” to recruitment@collegecampaign.org. Solicitation of candidates will continue until a satisfactory pool is achieved. A writing sample and minimum of three professional references will be requested for final candidates.

The Campaign for College Opportunity is an Equal Opportunity Employer and encourages applications from qualified persons of every background. All applicants should visit our website to learn more about the Campaign at www.collegecampaign.org before submitting a cover letter and resume.

No phone calls, please.