



# OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

<b>JOB TITLE</b>	<b>Development &amp; Partnerships Manager</b>
<b>REPORTS TO</b>	Director of Development
<b>TIMELINE</b>	<ul style="list-style-type: none"><li>• Applications accepted starting <b>January 09, 2023</b></li></ul>
<b>JOB DETAILS</b>	<ul style="list-style-type: none"><li>• Full-Time, Salary, Exempt</li><li>• Some nights or weekends may be required in support of key Ed Fund events.</li></ul>
<b>COMPENSATION</b>	<ul style="list-style-type: none"><li>• The salary range for this position is <b>\$92,000.00 - \$110,000.00</b> (dependent upon experience and qualifications)</li></ul>
<b>BENEFITS</b>	<ul style="list-style-type: none"><li>• Average of 13-15 Paid Holidays, plus a winter break.</li><li>• 100% Employer Paid Health Insurance (employee only) Health/Vision/ Dental/ Life.</li><li>• EAP, Travel Assistance, and Health Advocate Programs</li><li>• Sponsored 401K Plan (non-matched)</li><li>• Generous Vacation and Sick time accrual</li><li>• Professional Development Budget for all staff</li><li>• Work/Life Balance</li></ul>
<b>INSTRUCTIONS</b>	<p><b>Please read the following in order to avoid application delays:</b></p> <ul style="list-style-type: none"><li>• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.</li><li>• Unfortunately, the volume of applications will prevent us from responding to all applications received.</li><li>• Please do not send your application directly through email. Apply for the role at the following link:</li></ul> <p><a href="https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=90288&amp;clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34">https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=90288&amp;clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34</a></p>

## ABOUT THE ED FUND:

Founded in 2003, the Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. We do

this by helping Oakland communities build and manage resources, partnerships, and public engagement essential to improving public education.

### **Our Work**

The Oakland Public Education Fund is the only organization raising money for all Oakland public schools. Since 2003, we have helped raise over \$200 million for schools and programs that help students thrive. We put the right tools in students' hands to give all kids the excellent education they deserve. We support all Oakland public schools with a focus on those furthest from opportunity, because kids who come to school with less need more. For more information, visit <https://www.oaklandedfund.org/>.

### **WORK LIFE AT THE ED FUND:**

- Opportunities for both personal development and professional growth;
- Flexible work schedule;
- Hybrid office and work from home environment;
- Staff outings, team-building activities, staff celebrations, and happy hours;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth; and,
- Amazing networking opportunities with local leaders and businesses;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth.

### **ABOUT THE POSITION:**

The Oakland Public Education Fund seeks a passionate and entrepreneurial Manager of Development & Partnerships to support fundraising efforts, raising critical resources toward our mission. Under the leadership of an engaged and fundraising-savvy Executive Director and reporting to the Director of Development, the Manager of Development & Partnerships will play a leading role in achieving the fundraising goals of the Ed Fund by helping to maintain and grow sustainable and long-term support from new and existing major donors. We're looking for someone who's dynamic and will strategically identify, cultivate, solicit, and steward a portfolio of funders including corporations, foundations, and individuals. The ideal candidate is strategic, organized, proactive, and able to build trust and relationships to create meaningful partnerships that drive impact.

We are looking for someone who cares deeply about educational equity and is enthusiastic about joining a collegial, fun, successful, and growing team. Embarking on our 20th anniversary, the Oakland Public Education Fund is poised to increase and diversify the resources raised and broaden its thought leadership around innovative public/private partnerships that help students thrive. The Manager of Development & Partnerships will play a key role in growing our donor support, leading to equitable outcomes across Oakland's public schools.

## **DUTIES AND RESPONSIBILITIES:**

### *70% Major Gifts Fundraising:*

- Develop and maintain a portfolio of 75-100 major gift prospects and donors (high net worth individuals, corporations, and foundations) focusing on raising gifts for OPEF's core programs, key priorities, and discretionary funding.
- Raise major gifts at the \$10,000+ level with a goal of raising \$500,000+ annually.
- Create thoughtful engagement plans to move prospects through the donor engagement process and to retain and upgrade current donors. Participate in each step of the donor engagement process including research, identification, qualification, cultivation, solicitation, and stewardship.
- Build relationships through customized correspondence, in-person and virtual meetings, phone calls, and by attending OPEF and community events.
- Proactively seek and create opportunities for the Ed Fund to be visible among local business leaders, corporations, and with professional, civic, and private organizations.
- Build trust with a variety of colleagues across OPEF's ecosystem including within our team, board, advisory board, and OUSD.
- Understand and be able to effectively communicate our theory of change, key programs and initiatives, funding needs, and the impact of giving. Develop pitch decks, proposals, one-pagers, and other materials to support the fundraising process.
- Be an integral part of the Ed Fund's planning and execution of annual fundraising events, including but not limited to our annual Gala.

### *20% Reports, Stewardship, and Donor Database Management:*

- In partnership with the Development Operations Manager and Gift Processor, take on the shared responsibility of ensuring the integrity of our donor database (Salesforce) including adding timely contact reports, updating data points including biographical details and contact information, maintaining a robust and accurate opportunity pipeline, tracking grant deliverables, etc.
- Prepare written proposals, gift agreements, funder pitches, grant applications, and other materials to define, solicit, secure, and document major gifts.
- Conduct research to target appropriate donors and analyze donor data to track and evaluate the effectiveness of donor engagement strategies.
- Support on the development and distribution of our annual report and other donor stewardship materials.

### *10% Other Duties:*

- Manage development staff, helping to ensure all development functions are running smoothly.
- In partnership with the development and communications team, contribute on strategy and planning for annual giving solicitations and communications to increase our donor pool, build a pipeline of major gift donors, and increase donor retention.
- Contribute to regular brainstorming on innovative donor communications,

development process improvements, and new stewardship ideas.

- In addition, the role will serve as a core employee, supporting key Ed Fund events and contributing to our culture and structure, as well as our mission.

### **REQUIRED QUALIFICATIONS:**

- Bachelor's degree required (e.g. communications, business, law, education, public administration, etc.)
- 5+ years working in a development role in the nonprofit or corporate sector.
- Thorough working knowledge and understanding of fundraising and donor relations concepts, principles, techniques, procedures, and practices.
- Strong written, oral, and interpersonal communication skills, including the ability to establish and maintain good working relationships throughout the organization and with outside constituents.
- Demonstrates confidentiality when working with sensitive information.
- A passion for and belief in the power of education in helping young people succeed.
- Must be located in the Bay Area, hybrid schedule is available.
- Ability to pass a criminal background check and TB test.
- Possession of or ability to get a valid California driver's license and willingness to travel locally to attend donor visits and events.
- Proof of COVID-19 vaccination required, or willingness to get vaccinated.
- Ability to pass a criminal background check and tuberculosis test.
- Ability to lift 20 lbs.
- Ability to work nights and weekends (as needed).
- Ability to work a hybrid schedule.

### **PREFERRED QUALIFICATIONS:**

- CFRE Fundraising Credential
- Knowledge of and working relationships with the Bay Area funding community.
- Fundraising experience in education or similar development setting.
- An in-depth knowledge of the landscape of Oakland public schools and access to a robust network of school leaders.
- Experience using Salesforce CRM, Google Suite, and other tools to collect data and management communications.

### **EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:**

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.