Development Manager (full time)
Silver Spring, Maryland

The U.S. Dream Academy’s vision is to break the cycle of intergenerational incarceration that affects society’s most vulnerable children and youth through an approach that emphasizes academic instruction and values-based character-building. The organization targets second grade through high school students, and seeks to intervene at critical points in their education before it is too late to provide the necessary support. U.S. Dream Academy has served more than 10,000 students to date in neighborhoods that are high risk to include high crime rates, high levels of poverty, and little access to high quality academic support. The organization currently operates in seven (6) cities including: Washington, D.C.; Baltimore, MD; Philadelphia, PA; Houston, TX; Orlando, FL; and Salt Lake, UT.

Basic Function
The Development Manager is responsible to build and run the Donor Engagement Support System (internally) working in cooperation and collaboration with the Executive Director, Founder/CEO, Donor Engagement Support Staff, Board of Directors, and the Board Development Committee. The key objective is to manage all aspects of the Dream Academy’s donor acquisition, cultivation and engagement to optimize relationships and revenue. This includes preparing, equipping, and supporting the Donor Relations team members so they are freed up to be out with donors.

Accordingly, the Development Manager would work with leadership, management, and consultants to establish a strategy that leads to an implementation plan for all aspects of fund development. Fundraising initiatives typically include national and regional gala events, major donor research and strategy, direct response, planned giving invitations and education, corporate sponsorships and grant writing.

Principle Duties and Responsibilities:
- Manage the “internal” and operational elements of Donor Engagement so that the Donor Relations Team Members can focus on the “external” elements.
- Manage all aspects of a monthly Direct Mail program
- Manage all aspects of a quarterly Print Newsletter and periodic eNewsletter
- Manage all aspects of Social Media
- Provide oversight of the Donor Database (in partnership with the client’s database specialist)
- Conduct and Compile Donor Research that prepares the Donor Relations Team for visits
- Prepare Proposal Documents for the Donor Relations Team to present to donors.
- Manage the mid-level donor cultivation and engagement program
- Travel as necessary to related events and activities at national, state and regional levels.
- Participate in professional development and continued education.
- Ensure the integrity and confidentiality of all donor and financial data critical to the execution of all external relations fundraising streams.
- Perform other related duties as requested.

Essential Competencies
- Ability to work with minimal supervision – self-motivated and confident.
- Able to manage multiple projects simultaneously.
- Keen understanding of the non-profit, voluntary, education, and social services sector.
- Confident public speaking and able to express ideas verbally and in writing.
- Demonstrated experience in providing educational and informational presentations.
• Excellent organization, communication, and interpersonal skills are necessary.
• Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
• Knowledge and experience with social media platforms.
• Possess a valid driver’s license and have transportation to attend meetings and perform outreach duties.
• Ability to travel to states where regional client offices are located and/or will be established.
• Demonstrated experience in networking with collaborative agencies and providers.
• Ability to work evenings and weekends; and/or travel overnights when needed.

Job Requirements
Qualifications:
• 3-5+ distinguished years in a development and fund-raising position with demonstrated results.
• Professional resource development (fundraising) experience preferably in an educational government, for profit, or not--for-profit organization or equivalent with sales/marketing/member service experience.
• Bachelor’s degree in non-profit, business administration, sales, marketing, communications, public relations, or related field.
• Solid financial and business acumen with budget design and management experience.
• Must be passionate about youth development that supports and works with youth in high risk communities and their families. Understands issues surrounding incarceration and the impact on families. The preferred candidates will have a burning desire to exponentially increase the impact of client’s work globally
• Possess the skills necessary to work with and support board members and other volunteers.
• Track record delivering superior results, commanding respect, and assuming leadership roles.
• Proven ability to work with efficiency, flexibility, and good humor.
• Operates with excellence in mind, in all matters, with the confidence to defend/debate ideas without ego interfering
• Ability to exercise tact and diplomacy in organizational settings.
• Spark, imagination, creativity.
• Remain focused in the face of pressure, can deliver against timelines, not intimidated by tasks or time limitations.
• Advance technology skills with proficiency in MS Office suite and Bloomerang is a plus.
• Flexible and able to work the hours necessary to complete all assignments according to agreed-upon timelines; and can demonstrate leadership ability when an assignment or deliverable needs to be renegotiated.
• Organized, efficient, and able to successfully function in a fast paced and demanding work environment supporting multiple key staff.
• Exceptional ability to write clearly, effectively, and informatively; demonstrating accuracy and thoroughness.
• Able to effectively manage competing demands, multiple tasks/projects, and meet deadlines on time and within budget.
• Proficient in internet navigation and social networking technology.
• Proficient in data collection, data entry, donor research, and documentation.
• Critical thinking skills to analyze and proactively question and offer recommendations.
• Demonstrate professionalism, political savvy, and skills to ensure that all tasks and deliverables are
completed in an efficient, timely, and high-quality manner.

- Able to lift 25 pounds.

Compensation and employee benefits are competitive and include medical, dental, vision, prescription; vacation, holidays, sick leave, life insurance and more. For consideration, please apply on Indeed: https://www.indeed.com/job/development-manager-426a4156942f7e51