



Position: Development Manager

Status: Full-time

Compensation: \$50,000-\$60,000

Benefits: 100% individual coverage with a platinum-level health care plan, retirement investment plan, and flexible schedule to promote optimal personal health

Start Date: Summer 2021

About One World Education

For more than a decade, students participating in One World Education programs have become critical researchers and skilled writers; two essential skills needed for college and career success. With a mission to transform students into writers with voice, knowledge, and purpose, One World serves 5,000 DC middle school, high school, and adult learners at 20-25 schools annually. Students in 90% of its schools show statistically significant gains in research and writing skills, and the organization's strongest work is still ahead.

Position Overview

One World's Development Manager will lead the organization's grant writing and reporting. This position requires exceptional and mistake-free writing and verbal communication skills and a mindset that is committed to continual improvement. Beyond these required skills, One World is looking for a Development Manager eager to grow their leadership in fundraising and nonprofit management.

Foundation Grants & Reporting

- Maintain One World's grants calendar
- Maintain a Master Application and Master Report template
- Author exceptionally well-written grant applications and reports
- Execute sound judgment to answer questions directly and persuasively
- Conduct background research for all stakeholder meetings
- Oversee editing of all grant content
- Handle updating and submission of all supporting documents
- Help produce monthly grant updates for the Board of Directors
- Record relevant information in Network for Good

Government Grants & Reporting

- Monitor grant requirements to ensure full compliance
- Regularly review grant expenditures to meet the required burn rate
- Analyze receipts and invoices for allowability and properly file for auditing purposes
- Submit monthly reimbursement requests in a timely manner
- Submit periodic budget amendments to shift funds between budget categories
- Gather data from the program team for semi-annual grant reports
- Submit grant reports and ensure proof of all grant-related activities is kept on file
- Submit continuation applications each DC fiscal year to ensure funding continuity
- Perform all required close-out procedures



Skills and Qualifications

- Bachelor's degree required
- Exceptional written and verbal communication skills required
- Minimum 3 years of professional development experience (K12 public education experience valued)
- Unwavering commitment to educational equity and improving public education
- Comfort managing multiple priorities in a fast-paced environment
- Ability to positively influence and build authentic relationships with a diverse array of stakeholders
- Impeccable judgment to effectively interact with internal and external stakeholders
- Responsive to feedback, with capacity to learn quickly and continuously
- Excellent technical skills: Microsoft Office, Google Suite, donor management software, and social media

Note to Applicants: Commitment to Equity & Diversity

One World Education welcomes applicants from diverse backgrounds and strongly encourages candidates of color to apply because this makes our team and work stronger. We offer equal opportunity in employment for all qualified persons and prohibit discrimination in employment on the basis of race, color, religion, creed, sex (including sexual orientation and gender identity), national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

Work Environment

This job operates in a professional office environment. This position consists of regular work time beyond the normal workday several times a year. A revised work schedule will be developed during these periods to clarify expectations. The position includes typical physical and mental demands that require prolonged sitting, eye-hand coordination, and manual dexterity sufficient to operate office equipment. Requires a normal range of hearing and eyesight to communicate with staff, stakeholders, and the Board. With a need to attend in-person programming and meetings (when healthy to do so), the position requires being in the Washington, DC area.