



Position:	Development Manager
Status:	Full-time
Compensation:	\$60,000-\$70,000
Benefits:	100% individual coverage with a platinum-level health care plan, retirement, investment plan, and flexible schedule to promote optimal personal health.
Start Date:	January 2022

About One World Education

Through a program model that connects writing to social justice, One World Education leads the largest writing program in Washington, DC schools, serving 22 DC schools and 5,000 students annually. 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, students in 90% of its schools show statistically significant gains in research and writing skills.

Position Overview

You're eager to learn and be a development and fundraising professional. Your five-year plan is to be a Development Director or Chief Financial Officer making more than \$100,000. You are also an amazing writer, detailed oriented, overly organized, and love to interact with people around important causes. One World's Development Manager is designed to create this path while engaging in every part of the organization's fundraising. A specific focus will be on individual donor communication, Foundation leader communication, and helping to craft a calendar, strategy, and occasional authorship of our grants program.

Donor Management

- Research, arrange communication, prepare, and occasionally lead donor and funder meetings
- Create compelling materials to engage donors and funders in our mission, work, and impact
- Leverage Board members to cultivate new funding relationships
- Engage donors and funders to attend and actively participate in fundraising and program events
- Guide development-related content for the website and related materials
- Create a fundraising dashboard, and occasionally present at Board and committee meetings
- Develop, improve, and maintain donor and funder relationship management systems

Grants Management

- Develop and oversee One World's grants calendar
- Develop and oversee a foundation organization system
- Oversee our Master Application and Master Report template
- Research and contact new grant opportunities
- Produce monthly and quarterly grant updates for the Board of Directors
- Conduct background research for all stakeholder meetings
- Oversee, and when necessary, author high-quality proposals and reports
- Oversee the submission of all grants

Government Grants Management

- Oversee grant requirements to ensure full compliance
- Gather data from the program team for semi-annual grant reports
- Perform all required close-out procedures



Skills and Qualifications

- Bachelor's degree required
- Exceptional written and verbal communication skills required
- 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 the capacity to learn quickly and continuously
- Excellent technical skills: Microsoft Office, Google Suite, donor tracking software, and social media

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.