



Position:	Development Director
Status:	Full time
Compensation:	\$90,000-\$100,000
Benefits:	100% individual coverage with a platinum-level health care plan, retirement investment plan with employer match, and flexible schedule to promote optimal personal health
Start Date:	April 2022 (or sooner)

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. As schools engage in post-pandemic planning, they are partnering with One World to help them rebuild teaching and learning in our city.

Position Overview

You are an experienced development professional eager to elevate your career and find deeper purpose and meaning in your work. You have a solid understanding of grants management and the professional and psychological needs of working with Foundation leaders. You want to combine this with exceptional communication skills to sustain and grow partnerships with existing and potential Foundation partners. Finally, you are an exceptional writer and communicator and can oversee a grant writing team, but you're capable and eager to author larger, more complex applications when necessary. In partnership with the CEO, you will craft a grant calendar, outreach strategy, and serve as a senior member of the organization's leadership team to guide One World's short- and long-term strategic planning.

Development Leadership

- Develop, update, and execute a short- and long-term fundraising plan with the CEO
- Demonstrate annual progress in raising foundation, corporate, and government grant revenue from \$1,000,000 annually to \$1,500,000 annually over the next three years
- Co-lead the development of budgets, reports, presentations, communication strategies, and executive-level organizational leadership

Development Management

- Arrange, prepare, and co-lead funder meetings
- Create compelling materials to engage donors and funders in our mission, work, and impact
- Leverage Board members to cultivate new funding relationships
- Identify, research, and cultivate new funders
- Engage donors and funders to attend and actively participate in fundraising and program events
- Work with the CEO to produce annual grant revenue projections
- Guide development-related content for the website and related materials
- Create a fundraising dashboard, and occasionally present at Board and committee meetings

Grants & Donor Management

- Create and maintain an annual grant calendar, including a prospective funder pipeline
- Maintain and update an annual proposal and report template
- Oversee, and when necessary, author high-quality proposals and reports



- Create and manage annual funder stewardship and communication plans
- Cultivate prospective funders to continually diversify and expand revenue streams
- Develop, improve, and maintain funder relationship management systems

Skills and Qualifications

- Bachelor's degree required
- Minimum 5 years of nonprofit development experience
- Unwavering commitment to educational equity and improving public education
- Comfort managing multiple priorities in a fast-paced environment
- Ability to synthesize complex ideas in compelling oral and written communication
- 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 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.