



<b>Position:</b>	<b>Development Manager</b>
<b>Status:</b>	Full-time
<b>Compensation:</b>	\$70,000-\$80,000
<b>Benefits:</b>	100% individual/75% family coverage with a gold-level health care plan, retirement plan with employer match, flexible schedule, and hybrid work environment (currently 2 days a week at Washington, DC office)
<b>Start Date:</b>	January 2024

### **About One World Education**

The mission of One World Education is to transform students into writers with voice, knowledge, and purpose. One World leads the largest writing program in Washington, DC schools, serving 5,000 students annually. For more than 15 years, students participating in One World's programs have increased their knowledge of social justice and become critical researchers and skilled writers; two essential skills needed for college and career success.

### **Position Overview**

One World's Development Manager is a new position with two primary responsibilities. The first is to increase donor engagement and revenue. The second is to manage the team's grants calendar, submissions, and data entry. We seek a team member who is eager to grow their leadership in fundraising and nonprofit management and has a multi-year plan to significantly expand their career and earnings. You are an exceptional writer and verbal communicator, are extremely organized and detail oriented, and enjoy interacting with people. Experience with Salesforce and Network for Good is highly preferred.

### **Donor Cultivation & Stewardship (50%)**

- Create and maintain an annual donor communication and event calendar
- Co-develop and lead strategies to cultivate new and lapsed donors
- Co-develop and lead strategies to steward existing donors
- Acknowledge donors and sponsors with personalized messaging
- Co-develop and lead annual End-of-Year Campaign and (spring) Graduation Campaign activities
- Learn to navigate, continually update, and improve donor-management system, Network for Good

### **Grant Management (50%)**

- Maintain One World's grants calendar and coordinate deliverables between team members
- Submit grant applications and reports to foundation partners
- Learn to navigate, continually update, and improve our grant database, Salesforce

### **Skills and Qualifications**

- Bachelor's degree required
- Exceptional written and verbal communication skills required
- Minimum 3 years of professional development experience preferred
- Experience with Salesforce and Network for Good preferred
- Comfort managing multiple priorities in a fast-paced environment
- Responsive to feedback, and have the capacity to learn quickly and continuously
- Excellent technical skills: Microsoft Office, Google Suite, donor tracking 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 requiring 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. The position requires you to attend between 4-5 events beyond the traditional workday and to work two days per week in One World's Washington, DC office.