

Associate, Development

Start Date: Immediate
Team: Development
Location: Brooklyn, New York or New Haven, Connecticut

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 37 public charter schools in Brooklyn, Connecticut, and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently educates more than 14,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary

Team Development secures the philanthropic resources necessary for students, teachers, and leaders to thrive and for the network to serve as an exemplar in public education. The associate will report to the director of development and play an important role in securing grant support for operations. The associate will also support the development of strong relationships with individuals, foundations and corporations who share our vision for equity in education. In addition, the associate will support the cultivation, stewardship and solicitation of compassionate, generous contributors. This is a unique opportunity to contribute to a team that raises in excess of \$20 million annually and to hone effective development skills while advancing the sustainability of one of the leading education reform organizations in the country.

Responsibilities of the development associate will include but are not limited to:

- Grant Writing and Management
 - Lead grant writing for foundations as a key component of Team Development's annual and/or multi-year strategy
 - Collaborate across departments at the Network and school-levels to execute compelling and timely proposals and reports that faithfully and knowledgeably communicate Achievement First's successes and challenges
 - Support CEO, Network Support President, VP and/or Director in hosting funder meetings and site visits as a part of the grantmaking due diligence process
- Donor Cultivation and Stewardship
 - Develop clear, compelling and high-quality materials to introduce prospective donors to Achievement First and/or support fundraising and donor stewardship, including managing annual appeals and campaigns
- Administrative
 - Maintain contact and gift records in Salesforce database and pull related reports for gift processing and donor communication purposes
 - Support Director in tracking progress toward goal for a team that raises in excess of \$20 million in private revenue
 - Conduct prospect research

- Assist team members in planning and execution of board meetings, school visits, and other fundraising/special events as necessary

Skills and Characteristics

- Excellent and persuasive communicator as demonstrated by exceptional written, oral, interpersonal, and presentation skills, with the ability to differentiate internal stakeholder communications from those intended for external stakeholders
- Highly organized, with superior attention to detail and the ability to manage, prioritize, and ensure the completion of multiple projects
- Resourceful in pursuit of outcomes, seeking clarity in ambiguity and calmly handling the unanticipated
- Interest in performing a critical grant-writing role while learning in a fast-paced, entrepreneurial environment
- Ability to use data to tell our story
- Willing to learn and improve, self-reflective, receptive to constructive feedback
- Able to connect with others and build effective professional relationships
- Healthy curiosity about all aspects of Achievement First, eager to learn more about and support the larger mission and vision by engaging in network opportunities outside of Team Development
- Belief in and passion for the Achievement First mission and educational model
- Solid technical skills, including proficiency with Microsoft (Word, Excel, PowerPoint), experience with Google Drive, Raiser's Edge, and Salesforce a plus
- Maturity, humility, strong work ethic, sense of humor, and "roll-up-my-sleeves" attitude

Educational Background and Work Experience

- Bachelor's degree
- 3-5 years of relevant work experience, consistently meeting or exceeding performance goals
- Prior grant writing, development or consulting experience a plus
- Prior experience in education, especially education reform, a plus

This position will require occasional evening work and travel within and between Connecticut, New York and Rhode Island.

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Please send a resume and one-page cover letter outlining why you want to join the team at Achievement First and how your skills and experience will contribute to the efforts of Team Development to:

Katie Rosa-Moher
Director, Development
katierosamoher@achievementfirst.org

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.