

Development Manager

Reports to: Executive Director

Location: Phoenix, Arizona (hybrid)

Position: Full-time, exempt

Salary: \$80,000 to \$90,000 (depending on experience) - plus benefits

About Education Action Alliance

Education Action Alliance (previously the GLSEN Arizona Chapter) is dedicated to transforming K-12 education systems to ensure that students are safe, affirmed, and supported in their schools. With over two decades of experience, Education Action Alliance has been at the forefront of education justice by training educators, empowering students and families to advocate for inclusive learning environments, and driving policy change.

Many students in our schools face systemic discrimination, exclusionary policies, and a lack of representation, leading to higher dropout rates, mental health struggles, and academic disparities. Schools should be places where all students - regardless of identity, background, or zip code - can thrive. Education Action Alliance is uniquely positioned to address this challenge by combining grassroots organizing, research-driven advocacy, and community partnerships to enact long-term, systemic change in the education system.

Through our six core program areas, we ensure that students have the protections, resources, and support they need to succeed. What sets us apart is our deep-rooted expertise, commitment to intersectional justice, and ability to mobilize communities in response to discriminatory policies and practices.

Position Summary:

Education Action Alliance is seeking an experienced and strategic Development Manager to lead fundraising initiatives and secure financial resources to advance our mission. This individual will be responsible for developing and executing a comprehensive fundraising strategy, including identifying and cultivating relationships with major donors, individuals, foundations, and corporate partners. The Development Manager will work closely with the Executive Director, Board of Directors, and other staff to ensure success in achieving the organization's fundraising goals.

Key Responsibilities:

- Collaborate with the Executive Director and Board of Directors to develop, implement, and manage a comprehensive fundraising strategy, ensuring alignment with the organization's mission, goals and strategic plan.
- Work closely with the Executive Director and Board of Directors to establish fundraising goals and track progress to achieve annual revenue goals.
- Identify, cultivate, and steward a pipeline of individual donors, from grassroots supporters to high-net-worth individuals.
- Develop personalized communication strategies to deepen relationships with current and potential individual donors, ensuring meaningful engagement.
- Implement donor recognition programs and stewardship strategies that foster long-term loyalty and support.
- Design, implement, and manage annual and ongoing individual giving campaigns, including recurring giving programs.
- Lead efforts to expand individual giving through targeted donor engagement and customized campaigns.
- Develop fundraising programs to ensure that our donors reflect the communities in which we work.
- Use creative and engaging strategies to maximize donor participation and contributions during these campaigns.
- Partner with the Communications team to leverage email, social media, and digital platforms to drive individual donations and raise awareness of campaign goals.
- Research, write and/or oversee the research and writing of grant proposals and reports for foundation and local government funding opportunities, ensuring compliance with grant requirements.
- Manage grant reporting to ensure compliance and accurate tracking of funds received.
- Collaborate with the Executive Director and staff team to align funding needs with program goals.
- Plan and execute fundraising events and campaigns to raise awareness and support for Education Action Alliance's programs.
- Collaborate with the Communications team to develop promotional materials, social media campaigns, and other outreach strategies to drive donor engagement.
- Provide leadership and guidance to other team members involved in fundraising efforts, ensuring a cohesive approach across the organization.
- Prepare regular updates and reports on fundraising progress, challenges, and successes for internal and external stakeholders.
- Maintain donor records in a CRM database, tracking engagement, gifts, and activities.
- Analyze donor data to identify trends, optimize strategies, and measure success.
- As appropriate, represent Education Action Alliance at public events, conferences, and networking opportunities to raise awareness and support for the organization's mission.

Requirements:

- Minimum of 5-10 years of demonstrated fundraising experience, including individual giving campaigns, donor cultivation and retention, grant writing, and event planning.
- Strong interpersonal and communication skills, both written and verbal, with a particular talent for storytelling and inspiring action.
- Proven ability to meet fundraising targets and work independently, with a track record of building and sustaining long-term donor relationships.
- Ability to work collaboratively with diverse partners, stakeholders, and volunteers, with a commitment to transparency and inclusivity in all aspects of resource mobilization.
- Some evening and weekend work may be required for events and donor engagement.
- Commitment to social justice and knowledge of anti-oppression/anti-racist work.
- Proficiency in donor management software and Google Workspace Tools, with experience in Salesforce being a plus.

Benefits:

Education Action Alliance offers a generous benefits package, including paid time off, sick, holiday and 'restoration' breaks, 100% employer-paid medical, dental and vision insurance for staff and optional benefits for family members.

To Apply:

Please send your resume, a cover letter, and two writing samples (e.g., donor communications, grant proposal) to careers@educationactionalliance.org. In your cover letter, please describe why you are passionate about EAA's mission and how your experience will help us achieve our fundraising goals

Education Action Alliance is an Equal Opportunity Employer. We strongly encourage people of color, of diverse gender identities, women and non-LGBTQ+ persons to apply.