



THE ORGANIZATION

GO Public Schools is seeking a Manager of Development to join our central team. We are a multi-city organization of local networks, working with families and their champions—educators, school leaders, community leaders, elected and appointed officials—to promote and advocate for equitable public education for underserved California communities. Together, we hold systems and leaders accountable for the outcomes they create for students.

Currently, GO supports networks of leaders in the East Bay and Central Valley through both GO Public Schools (a 501c3) and GO Public Schools Advocates (a 501c4). GO envisions a day when schools prepare all children for success in our rapidly evolving world, creating an equitable path to opportunity in our communities. GO develops leadership at every level—families, educators, school boards, district leaders and grassroots. These leaders inform and develop community visions for student success, and they shape, demand, and win system changes that improve student learning.

THE OPPORTUNITY AND CHARGE

The Development Manager will play a critical role in advancing the work of GO Public Schools by developing and managing fundraising systems and tools, serving as a strategic thought-partner and providing top-notch support to frontline fundraisers, and crafting exceptional written content (including grant proposals and reports). They will partner with GO's Senior Manager of Development to carry out GO's efforts across all fundraising streams – including institutional grant seeking, corporate partnerships, individual donor cultivation, solicitation and stewardship, and donor communications.

This is a full-time, exempt position that reports directly to the Senior Manager, Development. The Development Manager will also work in close collaboration with GO's CEO, senior leaders, and finance team, as well as many others across the organization, to advance GO's fundraising efforts.

Responsibilities include, but are not limited to:

Development Strategy and Pipeline Development

- Champion a culture of philanthropy across the organization, modeling for and encouraging staff to engage with development opportunities
- Monitor assigned portfolios; support execution of actions to reach annual fundraising goals
- Conduct research to identify new prospects and strategize outreach and relationship building with teams
- Envision and support development of local grassroots giving programs and Leadership Council giving

Development Operations, Systems, and Management

- Manage calendar of grant proposal and reporting deadlines; build tools and systems to ensure timely and streamlined submission of all requests and requirements
- Lead metrics tracking work ensuring tools are kept up to date with new outcomes and Salesforce has collective ownership across the organization. Work directly with teams to ensure progress toward deliverables
- Own donor acknowledgment process and develop systems to better streamline creation of acknowledgments and historical records keeping in Salesforce
- Partner with the Senior Manager, Development to ensure Salesforce database is kept up to date and clean; leverage Salesforce as repository of all significant donor information and use to plan and track engagement with supporters
- Work with the Managing Director, Strategy, Talent, and Operations; Senior Manager of Development; and the Manager of Finance & Operations to ensure ongoing alignment between finance and development workstreams

Donor Communications

- Manage and lead drafting of grant proposals and reports for current and prospective donors within assigned portfolio; craft strong language on GO programs, campaigns, and results that is aligned to GO's case for support materials and broader development plan
- Strategize with and support Frontline Fundraisers in carrying out ongoing outreach to key funders, prospects, and other influencers
- Support the Senior Manager, Development; Senior Manager, Growth Strategy; and CEO in crafting state-level, multi-site, and growth proposals and reports
- Partner with the development team to build and execute on a development outreach calendar; play a strategic thought partner role in determining timing of outreach, messaging, etc. and support content development
- Develop funder-facing collateral

External Communications

- Support state-level communications staff with content creation for GO's Annual Report and quarterly funder updates.
- Coordinate with state-level and local communications staff members to ensure GO websites are kept up-to-date. Identify opportunities for new funder-facing content in coordination with CA and local teams.

CANDIDATE PROFILE

Necessary Characteristics

The Development Manager will have/be:

- Bachelor's degree required
- 1-3 three years of relevant fundraising experience
- Significant experience in a development-focused role with grant writing and/or donor communications responsibilities
- Excellent verbal and written communications skills, with the ability to write clearly and persuasively for multiple audiences using a variety of methods
- Ability to work in fast-paced team environment
- Previous success working on a remote team
- Ability to manage up, laterally, and down across our organization to move projects forward
- Seeks to collect, use, and regularly update data to make decisions in shaping fundraising strategy
- Proficiency with Excel and G-suite required
- Proficiency with a donor focused Customer Relationship Management (CRM) system; Salesforce preferred
- Knowledge of or experience in the K-12 education space; passion for improving outcomes for students
- Experience participating in Diversity, Equity, and Inclusion programming in the workplace required
- Self-starter and resourceful problem solver - gets things moving and keeps them on track with high attention to detail; strong project management skills; and exceptional organizational skills

Desirable Characteristics, But Not Required

- Bilingual: fluent speaker and writer of English and Spanish
- Energized by networking and building relationships
- Experience in an education advocacy organization is a plus
- Experience in education - classroom, administration, or education nonprofits is a plus
- Experience in political campaign fundraising is a plus.

Mindsets and Skills

- **Values champion.** Motivated by the overall vision and [values](#) of the organization, and a champion of diversity, equity and inclusiveness. Committed to executing strategies and systems that live out these values
- **Team Player.** Excels in an environment that requires team members to wear many hats and support each other's work (e.g., have "all hands on deck" for a particular project)
- **Action-oriented, and passionate about the details.** Exceptional personal organization skills -- and quickly moves from plan to action, following through on commitments across different functional areas with an appropriate sense of urgency. However, also has a strong attention to detail, and knows that executing with quality and precision is the highest priority

- **Effective problem solver.** Exercises initiative and proactively anticipates potential challenges to identify sound and creative solutions, especially when facing ambiguity
- **Systems thinker.** Enjoys creating, implementing and streamlining processes and systems into a seamless operation. When facing a complex issue, instinct is to break it down into manageable pieces to determine the most efficient and effective solution -- and then prioritize against competing project needs in order to execute effectively
- **Superb writer.** Has the ability to craft clear and inspiring content for a range of audiences
- **Influencer.** Can use a combination of active listening and questioning to understand motivations and barriers. Able to convey complex and difficult concepts to a wide variety of audiences, and can motivate and influence effectively without having direct managerial control

Application Process

Send a resume addressed to Darcel Sanders at jobs@gopublicschools.org with the Subject Line "Development Manager"

Location, Compensation, and Benefits

Employees must reside in the state of California. The Sacramento area or Central Valley (specifically Fresno) is highly preferred. Regular travel to work in person in Sacramento and cities that our teams and individual GO employees call home is required as needed for collaboration and full organization programming. Note: GO's brick and mortar offices are currently in Fresno and Modesto, CA and GO leverages community spaces for in person family programming. All staff are hybrid. We work from home and come together in person for team meetings and to support in person programming.

This position is exempt, with an annual salary of \$67,900 - \$78,900 depending on experience and geographic location. GO leverages an equity based compensation structure that benchmarks salary by staff location into three tiers: Low, Medium, and High cost of labor geographies within our state. We publish our mid-level cost tier and adjust up or down accordingly based on hired staff location. In addition, an above-market comprehensive benefits package is offered, including:

Healthcare

- Healthcare (medical, dental, and vision) provided at 100% for employees and 75% for dependents
- Healthcare plan options - choose between Anthem PPO, Anthem HMO, or Kaiser HMO
- Flexible Spending Account (FSA) and Dependent Care Account (DCA)

10+ Weeks Paid Time Off Annually

- 2 weeks of observed holidays annually; 5 team floating holidays
- 12 days of accrued sick time per year
- 13 - 18 days of paid time off (grows with years of experience at GO)
- 2 additional weeks of paid time off during the winter break
- Summer and fall breaks aligned with 4th of July and Thanksgiving

- 40% pay for all new parents to match and supplement State of California Paid Family Leave and/or Disability benefits

Additional Benefits

- Simple IRA retirement plan with up to 3% annual salary match
- Paid life and long-term-disability policy (no cost to employee)
- Up to \$75/month in cell phone reimbursement
- Paid professional development opportunities
- Support for new parents that are required to travel with partial reimbursement for accompanying caregiver travel expenses or reimbursement for nursing mothers to ship breast milk home.

ANTI-DISCRIMINATION POLICY AND COMMITMENT TO DIVERSITY

GO Public Schools seeks individuals of all backgrounds without regard to race, color, ancestry, national origin, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, marital status, genetics, or any other factor that the law protects from employment discrimination to apply for this position. We are committed to ensuring diversity within our organization and network, as we want to engage all those who can contribute to this effort.

ABOUT GO PUBLIC SCHOOLS

[GO Public Schools](#) is a 501(c)(3) nonprofit organization that undertakes policy advocacy and public education efforts. Donations to GO Public Schools are tax-deductible to the extent allowed by law.

GO Public Schools is related to GO Public Schools Advocates, a separate 501(c)(4) nonprofit organization that engages in lobbying, ballot measure, and partisan elections work. Donations to GO Public Schools Advocates are never tax deductible. GO Public Schools and GO Public Schools Advocates - sometimes jointly referred to by the name "GO" - have the same overall missions and share office space and employees. They maintain separate boards of directors. The person filling this position will be hired by GO Public Schools, but on occasion will perform some or all of the duties described for GO Public Schools Advocates.