Hebrew Public is a national network of diverse-by-design public charter schools that teach children of all backgrounds to become productive global citizens. Our schools are models of racial and economic integration, academic excellence, and foreign language learning. We seek an experienced Development Manager for our External Relations team to support fundraising initiatives for the national organization and its managed schools in NYC.

**Development Manager**

The organization’s External team oversees all revenue streams for the organization, builds relationships with external audiences, and supports our New York City schools’ external initiatives. Reporting directly to the Chief External Officer (CXO), the Development Manager will be an integral player in achieving an annual organizational revenue goal through fundraising initiatives. The Manager will accomplish this through:

- Developing prospect pipeline and creating strategies for senior leadership team and board to cultivate relationships and broaden our donor base
- Generating new gifts and renewals from individual donors and foundations
- Stewarding donor relationships
- Overseeing school-based fundraisers and playing an integral part in generation of new gifts and the continuing cultivation of current individual and private foundation donors
- Serving as the CXO’s deputy in developing and executing fundraising strategy
- Coordinating database management with the external relations associate

**Specific duties include:**

- Managing a donor and prospect portfolio in the $500-$10,000 range throughout their gift cycle through:
  - initiating contact from a diverse group of prospects
  - developing appropriate cultivation strategies
  - moving donors and potential donors to close and/or upgrade gifts
  - orchestrating cultivation and solicitation strategies for Board members and senior management
  - making solo solicitations when appropriate
  - maintaining stewardship contacts and forging relationships
• Working collaboratively with the senior management team to ensure the maximization of all gifting opportunities
• Collaborating on prospect strategy with staff and lead donors where appropriate
• Drafting compelling letters, fundraising proposals and reports to solicit new donors and ensure the continuing cultivation of current donors
• Collaborating on and leading new fundraising initiatives as appropriate (e.g. corporate, monthly giving, giving circles)
• Supporting event planning and logistical preparations for national fundraisers
• Directly managing school-based fundraisers and ensuring that our diverse families are all welcome and able to participate
• Performing other duties and tasks as related or assigned

Ideal Qualifications:
• 3-5 years of experience in direct fundraising, prospect research and fundraising event management
• Passion for our diverse-by-design global citizenship school model
• Well organized and detail-oriented, motivated to bring tasks to completion
• Able to manage multiple complex tasks
• Be a self-starter and able to work collaboratively with a team
• Excellent writing skills
• Excellent cross cultural communication skills, and the ability to tailor communication to specific constituent groups or audience
• High, positive energy, with a good sense of humor
• Comfortable representing the organization effectively to diverse audiences
• Capable of discretion and diplomacy in complex situations
• Thrives in a dynamic, high-energy environment, able and willing to embrace change
• Track record of successful fundraising projects
• Flexible work style with the ability to work under tight deadlines, high pressure and with shifting priorities

Compensation and benefits:

We offer competitive salaries with a comprehensive benefits package. To be considered, interested applicants should submit a cover letter and resume to Mark Fink at mark@hebrewpublic.org

Hebrew Public is committed to building a diverse staff team that reflects the communities we serve. Candidates of color and those from backgrounds that are underrepresented in education sector leadership roles are strongly encouraged to apply. Knowledge of Hebrew is not a requirement for this position.