

Beginning with Children

EDUCATION NETWORK

OUR HISTORY

Beginning with Children (BwC) creates pathways to higher education, self-sufficiency, and community engagement for New York City children. Founded by Joe and Carol Reich in 1990 to support educational reform in New York City, BwC manages three charter schools in Brooklyn and operates an innovative Alumni Program. We are building on our legacy of over 20 years as we shape our model for charter school education in Brooklyn and prepare our graduates to meet the quickly changing expectations of the 21st Century.

BwC programs develop students intellectually through a challenging curriculum that empowers them to understand the world, express themselves, and use critical thinking skills to solve complex problems. In each school, we continually assess students to ensure that our programs meet their individual needs and help them master important skills. We also expose our students to learning opportunities beyond the classroom through field trips, guest speakers, and community service. BwC's Legacy Network alumni program provides mentoring, tutoring, internships, college readiness training, and career networking opportunities for the graduates of our schools.

SUMMARY OF THE ROLE

As the organization looks toward the future, the donor base will need to be maintained and diversified. As a result, BwC seeks a dynamic, creative, entrepreneurial development professional who wants to make a difference by joining our vibrant foundation team and providing support across all areas of development. Reporting to the Development leadership, this position is responsible for many facets of individual giving, institutional giving, and communications.

The ideal candidate will work closely with the Development leadership to increase general operating and program support from individuals, foundations, and corporations to meet or exceed a fundraising goal of \$1 million annually.

The candidate we are seeking:

We are seeking a collaborative, entrepreneurial, creative, energetic, natural development professional. We want someone who is well versed in all aspects of the fundraising loop from cultivation, solicitation, stewardship, and back again.

RESPONSIBILITIES OF THE DEVELOPMENT MANAGER

FRONTLINE FUNDRAISING + STRATEGIC EVENTS

- Manage all donor-related events and programs
- Keep a holistic reporting calendar and work collaboratively with an experienced grant writer responsible for the preparation of all corporate, foundation, and government grant proposals

DEVELOPMENT COMMUNICATIONS

- Send timely and accurate acknowledgment letters
- Work closely with Development Strategist to ensure that all development materials convey a clear, consistent compelling message
- Create new or update existing communication tools to engage with donors and prospective donors:
- Utilize social media tools to cultivate interest and excitement for BwC programs and outreach to potential funders
- Work closely with the Director of Legacy Network and senior staff to create school report cards/newsletters/Legacy Program news
- Work closely with Development Strategist to produce twice annual appeals (print and email)
- Segment solicitation letters/emails

DEVELOPMENT FINANCE + OPERATIONS

- Maintain a strong database inclusive of moves management, call reports, and acknowledgments

Beginning with Children

EDUCATION NETWORK

- Provide detailed and accurate reports on fundraising progress to the CEO and Board of Directors on a regular basis
- In consultation with the CFO and Development Strategist, prepare development reports for board meetings
- In consultation with the CFO, generate monthly revenue and Stripe reports for reconciliation

QUALIFICATIONS

- A bachelor's degree and a minimum of 3-5 years of fundraising experience, 3 years of frontline fundraising experience
- Well-versed in the use of all digital and social media
- A demonstrated ability to think creatively and bring fresh ideas and approaches to development initiatives.
- A passion for public school education reform or issues related to social justice and economic/educational equality
- Excellent planning and organizational skills, detail-oriented, with the demonstrated ability to manage multiple ongoing projects from start to finish
- Superior interpersonal and communication skills, including the poise and presence to be effective with a wide range of constituents
- Excellent writing and editing skills
- Knowledge of the New York City philanthropic community (individuals, corporations, foundations) and experience with Raiser's Edge database a plus
- Flexibility, drive, a sense of humor, and a "roll-up-your-sleeves" approach

WORK LOCATION

- Generally in person at our Brooklyn office, but the goal is that you are out in NYC meeting with our donors!

SALARY

The salary range for this position will vary with experience between \$70,000 - \$85,000

BENEFITS

The comprehensive benefits plan includes the following:

- Health, Vision + Dental Insurance
- 401k
- Life insurance
- 20 vacation days
- Short + Long term disability
- Flex spending
- TransitChek card

EQUITY VISION

Diversity, equity, and inclusion are essential to achieving our mission. We strive to be an anti-racist organization that eliminates inequities in academic achievement that may limit our students' choices and opportunities. We aim to create and nurture a diverse organization at every level through hiring practices, professional development, and promotion policies. We foster a culture of open communication and transparency and provide forums to establish trust and share skills to appreciate every individual's lived experiences.

APPLICATION PROCESS:

Please send a cover letter, resume, and any other relevant information related to your experience attn:

Erin Levi Blondes
erin@4north.nyc