



Position: Development Manager

Type: Full-time, 80% remote work, 20% in-person (various locations)

Supervisor: Executive Director

Location: Raleigh-Durham-Chapel Hill, NC

Salary: \$42,000 - \$45,000

Start date: As soon as possible

At Mathkind Global, we believe education is key to creating a more just and equal world. We provide teachers with professional development resources in mathematics education that positively transform the way students and teachers interact in the classroom. We also support a global learning community by fostering collaboration between domestic and international education partners.

The Development Manager is responsible for aiding in cultivating, developing, and overseeing relationships with existing and prospective donors in support of Mathkind's strategic initiatives. This person will actively support the Executive Director with a comprehensive development strategy to create innovative, best-in-class engagement and stewardship experiences for each individual donor.

KEY RESPONSIBILITIES

Strategic Relationships

- Provide proactive logistical and organizational support to keep the Executive Director's portfolio of individual giving contacts connected, engaged, and involved
- Support the prospect pipeline and engagement plan for all individual donors, conducting research necessary to qualify and pursue those most aligned with Mathkind's strategic priorities
- Manage and expand the membership base of the Equity Faction to generate measurable revenue

Communications and Engagement

- Project-manage all donor communications and campaigns; execute on development strategies set by Executive Director and provide support for special projects as needed
- Manage donor database and dashboards, gift processing, acknowledgment and stewardship

- Provide and present statistical analysis of individual giving fundraising successes and identify opportunities for improvement
- Coordinate event logistics to ensure an exceptional donor experience, with a focus on authentic community and innovative engagement; conceptualize and implement stewardship strategies and small donor cultivation events
- Maintain scrupulous records of all aspects of donors' and prospects' relationships with Mathkind for use across the Development Department and throughout the organization
- Generate monthly donation reports for the Finance Team and support in the reconciliation of income and donations
- Work within the organization's existing procedures, policies, and practices (e.g. Google Drive, Salesforce) and identify opportunities for improvement
- May be requested to perform tasks outside of the listed roles as needed by the supervisor

Grants

- Project-manage the grants pipeline including researching and identifying grants that are good targets and align with our work
- Prepare proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals
- Determine proposal concept by identifying and clarifying opportunities and needs
- Coordinate contributors and manage the timeline to ensure that each grant meets the required deadline

QUALIFICATIONS

- B.A. and two years of relevant experience
- CRM experience required; Salesforce preferred
- Demonstrated ability to build relationships with people from all backgrounds
- English required, Spanish would be nice
- Availability in Triangle, NC (maximum of 1-hour travel distance), for in-person meetings as needed

About you: You have a passion for our mission and a strong commitment to improving the lives of others through education and connection. You love people and are a good listener—you enjoy the art of getting to know others, reading their cues, and making the necessary pivots. A self-starter obsessed with customer service and authentic community. Gloriously—some might say annoyingly—organized.

Our team: We are a small, scrappy, and fearless family. We work hard because we love our

jobs and believe in the potential of what we are building. Our team includes some of the top mathematics educators in the field. We have big ideas and the expertise to back them up.

How to apply: Please send the following materials to Manuela Cea-Poblete, Global Director of Operations, at careers@mathkind.org, with the subject line including your name and "Application for Development Manager"

- Cover letter
- Resume
- Names and contact information for three references

Application deadline: June 18 or until filled; candidates will be considered on a rolling basis