



Position: Development Manager

Type: Full-time, 85% remote work, 15% in-person (various locations)

Reports to: Executive Director

Location: Raleigh-Durham-Chapel Hill, NC

Salary: \$45,000–\$50,000

Preferred start date: As soon as possible

COMPENSATION AND BENEFITS

Mathkind offers a supportive work environment and a benefits package designed to support employee well-being and work-life balance. Benefits include:

- Generous paid time off (PTO)
- Paid parental leave
- Mental health days
- Health stipend
- Flexible work arrangements with primarily remote work

OVERVIEW

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.

Mathkind has a diverse portfolio of donors, including major donors, corporate sponsors, foundations, and an individual giving program. Alongside the Executive Director and Resource Development Committee, the Development Manager is responsible for cultivating, developing, and overseeing relationships with existing and prospective donors in line with Mathkind's strategic initiatives. This person will actively engage with a comprehensive development strategy to create innovative, best-in-class engagement and stewardship experiences for each donor.

KEY RESPONSIBILITIES

Strategic Relationships

- Provide proactive logistical and organizational input to keep Mathkind's portfolio of donors connected, engaged, and involved.
- Support the prospect pipeline and engagement plan for all donors, conducting in-depth and detail-oriented research to qualify and pursue those most aligned with Mathkind's strategic priorities.

- Use data and historical information to manage and expand the membership base of Mathkind's monthly giving program, the Equity Faction, to generate measurable revenue.

Communications and Engagement

- Manage all donor communications and campaigns, execute on development strategies set together with the Executive Director, and provide support for special projects as needed.
- Provide and present statistical analysis of fundraising successes and identify opportunities for improvement.
- Work with the Executive Director and Resource Development Committee to manage the annual Fall Function event in October, including the silent auction, to ensure an exceptional donor experience, with a focus on authentic community and innovative engagement
- Attend quarterly meetings with the Executive Director and the Resource Development Committee and support the development and implementation of annual fundraising goals.
- Maintain scrupulous records of all aspects of donors' and prospects' relationships with Mathkind for use across the Development Department and throughout the organization, including
 - managing donor database and dashboards
 - gift processing
 - acknowledgments and stewardship tracking
- 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, Donor Perfect) and identify opportunities for improvement
- May be requested to perform tasks outside of the listed roles as needed by the supervisor

Grants

- Manage the grants pipeline, including researching and identifying new grants that are clearly aligned with our work and targets.
- Gather and format proposals through timely collaboration with the Education and Finance teams to determine clear concepts that consider Mathkind's opportunities and needs.

- Write full proposal drafts and obtain approval from the Executive Director before the submission deadline.

QUALIFICATIONS AND SKILLS

- B.A. and two years of relevant experience
- CRM experience required, Donor Perfect preferred
- Exceptional writer with excellent editing and proofreading skills
- Ability to prioritize multiple assignments with tight deadlines
- Ability to work independently while functioning effectively as a member of a team
- Strong interpersonal skills; experience working with and supporting senior executives
- Innovative and proactive approach to solving problems and finding information
- Demonstrated ability to build relationships with people from all backgrounds
- English fluency required, Spanish a plus
- Based in or able to travel to the Raleigh-Durham-Chapel Hill area for occasional in-person meetings and events.

About you: You have a passion for our mission and a strong commitment to improving the lives of others through education and connection. You enjoy building relationships and take time to get to know people, read their cues, and make the necessary pivots. You are a self-starter who values strong customer service and authentic connections. You are highly organized and detail-oriented, and you take pride in keeping things running smoothly.

Our team: We are a small, scrappy, and fearless group of self-starters. 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 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: Applications will be reviewed on a rolling basis until the position is filled.