

Development Manager: Foundation & Corporate Relations

KIPP Metro Atlanta Schools

Atlanta, GA

Type: Leadership & Support Staff

Full Time/Part Time: Full-Time

Start Date: Immediate

Subject:

Grade:

Organization: KIPP Metro Atlanta Schools

Preferred Locations:

Contact:

Email:

EMAIL JOB

Organization Overview:

KIPP (Knowledge is Power Program) is a national network of free, open enrollment, college preparatory schools dedicated to preparing students in underserved communities for success in college and in life. There are more than 224 KIPP schools in 20 states and the District of Columbia serving almost 100,000 students. KIPP Metro Atlanta Schools currently operates eleven KIPP schools including five middle schools, five primary schools and one high school, as well as, the KIPP Through College Program which supports students on their journey “to and through” college.

KIPP Metro Atlanta School’s Regional Support Team (RST) provides financial and operational support and oversight to KIPP Metro Atlanta Schools, develops instructional initiatives designed to strengthen the schools’ academic programs, and implements each school’s high school placement and alumni services through the KIPP Through College Program.

Job Summary:

KIPP Metro Atlanta Schools is seeking a Manager, Foundation and Corporate Relations to manage, support, and strengthen the organization’s relationships with foundations and corporations. The responsibilities will include managing foundation and corporate relationships, grant applications and

reporting, and developing new relationships with foundations and corporations in support of the KIPP Metro Atlanta Schools mission. We're looking for someone with development experience who has a strong passion for our mission, is unafraid to improve systems, maintains a sense of fun and can work well both independently and collaboratively. This position will be responsible for a broad range of project, grant, and relationship management for the organization and the ideal candidate will be a self-starter with strong project management and excellent written and spoken communication skills, a strong interest in nonprofit management, and a commitment to education and racial justice.

Job Responsibilities:

Foundation & Grants Management

75%

- Responsible for managing all aspects of foundation and government funders, from writing letters of inquiry and proposals to maintaining accurate records and reporting out on results
- Manage existing foundation relationships to ensure strong relationships and consistent communication and stewardship
- Develop and maintain grants calendar to ensure timely, accurate applications and reporting
- Become the expert on our existing and potential grants to ensure we are tracking and meeting all reporting requirements
- Collaborate with the finance team, internal teams, and schools to ensure funds are spent in accordance with grants
- Research new foundations and corporations to explore potential funding and partnership opportunities
- Prepare briefings for leadership and board members in advance of meetings with foundations and corporations
- Regularly craft clear, compelling language for proposals, reports, and correspondence
- Maintain library of organizational language for use in funding proposals and reports and liaise with cross-functional teams to update these materials
- Develop or improve systems, procedures and processes to ensure efficient operations
- Track foundation outreach and submission of proposals and reports; update Raiser's Edge database on an ongoing basis
- Work with cross-functional colleagues to develop strategy for identifying and advancing programs and work in need of financial support

Corporate Relationship Development & Management

15%

- Responsible for managing all aspects of corporate giving, including managing existing relationships
- Research and explore opportunities for new and expanded corporate giving; build relationships with potential corporate partners/sponsors
- Partner with board and committee members to solicit and secure corporate sponsorships for fundraising events
- Track corporate outreach and communications; update Raiser's Edge database on an ongoing basis

Events & External Relations

10%

- Work with the team to implement and execute events to involve new prospects and engage existing donors, including our two primary events - AYSTAK and Drafts & Diplomas
- Support the External Relations Team and the KIPP Metro Atlanta Regional Support Team with other duties as assigned

Candidate Qualifications:

- Bachelor's Degree required
- Three or more years of experience in development/fundraising
- Experience with grants management, including proposal writing, grant reporting and grant tracking
- Demonstrated ability to manage a portfolio of funders and achieve financial results; knowledge of foundation and corporate giving
- Experience collaborating on program design and outcomes and integrating funders' interests into approaches
- Exceptional written and verbal communication skills for multiple audiences with proven experience writing successful grant applications and reports

- Clear and demonstrated passion for communicating mission through writing for the purpose of engendering investment and engagement, participating in the program development process, engaging and deepening the relationship with funders, and expanding the universe of funders.
- Meticulous attention to detail and deadline-driven with an ability to produce high quality work in a dynamic environment
- Strong interpersonal skills with the ability to develop productive working relationships with diverse individuals and groups
- Demonstrated ability to manage multiple projects at the same time while producing high-quality results
- Team player capable of working both collaboratively and independently
- Exceptional organizational and time management skills and demonstrated ability to multi-task while maintaining high-quality work
- Strong judgment, analytical and problem solving skills
- Strategic thinker; ability to think critically about issues and solutions
- Strong interpersonal skills and customer service orientation
- Demonstrated professionalism and emerging executive presence
- Personal qualities of integrity, credibility, and commitment to the mission of KIPP Metro Atlanta Schools
- Proficiency in Microsoft Office applications required (Word, Excel, PowerPoint, and Outlook)
- Experience with Raiser's Edge a plus

Application Process

Interested candidates should submit an application, cover letter, and resume online -

<http://kippmetroatlanta.org/apply.asp>

Compensation

Salary for this position is competitive and depends on prior experience. A competitive benefits package will also be offered.

Statement of Non-Discrimination

KIPP Metro Atlanta is committed to a policy of equal treatment for all individuals applying to the

school. KIPP Metro Atlanta does not discriminate based on race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.