

Job Title: Development Manager

Job Reports to: Bobby Ortiz, Jr.; Development Department

Salary Threshold: \$55-\$60K

Start Date: *Immediately*

About KIPP Texas

KIPP Texas Public Schools is a network of 59 public charter, open-enrollment, pre-k-12 schools educating nearly 34,000 students across Austin, Dallas-Ft. Worth, Houston, and San Antonio. Together with families and communities, our mission is to create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose —college, career, and beyond— so they can lead fulfilling lives and build a more just world.

Founded in Houston in 1994, and operating as KIPP Texas since 2018, our commitment to diversity, equity, inclusion, and antiracism in our classrooms, in our offices, and in the communities we serve is unwavering. We are looking to hire a diverse team of dynamic, collaborative, and dedicated individuals with an unyielding belief that every child will succeed. Join our Team and Family and **champion equity, chase excellence, persist with purpose, bring joy,** and help us **rise together**.

KIPP Texas is part of the national KIPP network of 255 college-preparatory public charter schools in 20 states and the District of Columbia. Nationwide, KIPP students complete four-year college at a rate of 36 percent, comparable to the national average for all students and approximately three times higher than the average of students from low-income communities.

You can see all our job opportunities at <https://kipptexas.org/join-our-team/>.

ROLE OVERVIEW:

The Development Manager will work and report to the regional Director of Development to ensure the fundraising success for KIPP Texas Public Schools. Specifically, the Development Manager will work alongside the Director of Development, to qualify, cultivate, solicit, and steward current and prospective donors. This position will manage a small donor portfolio, provide presentations, schedule meetings, assist with donor events, maintain activity in the donor database (Raisers Edge), and provide other administrative support for regional and statewide fundraising goals. The Development Manager acts as support staff for the Development department, the fundraising arm for KIPP Texas Public Schools. This role requires the ability to work in a fast-paced environment and respond proactively to changing priorities. The right individual must be passionate, collaborative, conscientious, and results-oriented. This role requires a high energy level teammate with the ability to manage multiple tasks and prioritize appropriately.

Key Responsibilities

The Development Manager will:

- 1. Manage a portfolio and support the Director of Development in all aspects of the gift cycle**
 1. Manage a portfolio of 75-100 mid-low range donors with the capacity to give up to \$49K



2. Strategize with the Director of Development to identify and cultivate appropriate next steps for current, lapsed, and prospective donors
3. Conduct prospect research and coordinate logistics for all next steps including regional donor tours and meetings
4. Complete fundraising and donor reports as assigned and work with Director of Development to create and update regional calendars
5. Coordinate with Director of Development to create a stewardship plan to meet and exceed individual and major giving goals involving annual appeals and regional giving days and coordinate with a mail house for distribution
6. Work with the Director of Development to update materials such as decks, one-pagers, and letters for donors
7. Oversee the creation and distribution of the regional donor newsletters and other donor communications

2. Manage development efforts and support events

- a. Collaborate with the Director of Development with fundraising related aspects of events and assist with day-of execution with the Development Events team.
- b. Gather materials and prepare logistics for KIPP school and/or campus tours and provide support as needed
- c. Promote the cultivation and stewardship of regional projects/events such as webinars, speaker series, etc. that are created by the Strategic Partnerships team and assist with day-of execution

3. Maintain constituent records and track moves management

- a. Maintain constituent records in donor database and upload necessary documentation
- b. Track moves management for each donor in your portfolio and ensure the asks (opportunities) are accurately reflected in Raiser's Edge
- c. Coordinate with the database team to pull mailing and email lists for donor communication, such as the newsletters and appeals, and ensure all changes are updated in Raiser's Edge
- d. Work with the Database team and the Director of Development to send donor tax letters
- e. Support the Director of Development in other database requests as needed

Skills and Qualifications

- 3 years successful experience in professional fundraising within a non-profit environment
- Strong written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in Microsoft Office applications (Word, PowerPoint, Outlook, and particularly Excel)
- Highly organized; manage multiple projects at once and meet deadlines
- Highly motivated and self-directed learner with a “whatever it takes” attitude
- High degree of professionalism and discretion
- Knowledge of Raiser's Edge or similar fundraising databases
- Excellent attention to detail and a high level of accuracy is necessary
- Strong follow-up and follow-through skills necessary
- Proficiency using computers, printers, copy machines, and fax machines



Required Education and/or Experience:

- Bachelor's degree required

Required Licensure/Certification/Specialized Training:

- None

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.
- Considerable time is spent at a desk using a computer/laptop
- Attending conferences or training sessions

Work Environment:

- Typical office environment with frequent interruptions
- This role can be based in Houston.

Travel Requirements:

- Ability to travel to various locations, travel time approximately 30% - 40%

Compensation and Benefits

Salary is based on years of experience, degree of education, and level of expertise. As a full time KIPP Texas employee you are eligible to participate in all KIPP Texas' benefit plans. KIPP Texas offers a robust variety of benefits choices, including medical, dental, and vision options, as well as life insurance, fertility, and disability plans starting as low as \$25/month.

KIPP provides equal employment opportunity for all applicants and employees. As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.

