



## **Development Manager**

### **BACKGROUND**

Connecting innovation and education to dramatically transform the way students learn, [LEAP Innovations](#)<sup>®</sup> leads the nation in developing and scaling personalized learning practices, technology and innovations in classrooms throughout the US. Located at 1871, Chicago's premier incubator for technology and entrepreneurship, LEAP is quickly making Chicago the national hub for education innovation. LEAP has also launched the country's first personalized learning framework and survey tools to measure practice in and beyond the classroom. Sponsored by major foundations and donors, LEAP currently works with over 70 schools across Chicago, improving the lives of thousands of students. LEAP also leads the Learning Assembly, a national network of organizations dedicated to scaling education innovation across the country. Winner of the 2016 Chicago Innovation Award for social innovation, LEAP Innovations is ready to meaningfully increase our reach and impact, and deploy our thought leadership, services and tools across the country.

### **POSITION**

LEAP is seeking a dynamic self-starter to serve as its Development Manager who, working closely with the Associate Director of Development, will support LEAP's rapid growth, helping to revolutionize education and dramatically strengthen the academic performance of elementary and high school aged children. The Development Manager will be responsible for both direct solicitation and supporting the Associate Director and CEO as they solicit corporate, foundation, and individual donors. The successful candidate will be an engaging, creative development professional who is the consummate team player and has a demonstrated track record of success in raising significant funds across a spectrum of donors.

The Development Manager will serve as a member of a two person team and have direct responsibility for a donor portfolio that includes foundations, corporate and individual donors. The Development Manager will be responsible for grant writing, donor reporting and tracking, administrative support for solicitations, donor stewardship events and communications and other tasks as needed to effectively support the growth of LEAP.

### **RESPONSIBILITIES**

- Personally cultivate and develop a portfolio of corporate, individual and foundation donors
- Write and prepare quality donor communications including proposals, meeting decks, correspondence and donor reports
- Oversee and ensure high quality gift processing, timely gift acknowledgements, and maintain accurate donor data by completing routine updates to records in Salesforce. Create and run reports as needed
- Research and identify prospective donors including individuals, corporations and foundations. Work with Associate Director to develop and maintain prospect and donor portfolios
- Help to plan and coordinate events and other stewardship activities for donors
- Monitor and collect outstanding pledges, recurring and matching gifts
- Creatively contribute to the implementation and expansion of LEAP's ambitious fundraising efforts

### **EDUCATION AND EXPERIENCE**

The ideal candidate should enjoy working in a dynamic, results-oriented environment in which expectations are high for both the quality and speed of work. In addition, he or she should have the following background and skillset:

- Bachelor's Degree in related field

- Minimum four years non-profit development experience
- Demonstrated success in:
  - Managing proposal development and submission
  - Managing grant reporting and correspondence
  - Managing donor database
  - Implementing donor stewardship activities
- Exceptional written and oral communication skills and excellent interpersonal skills
  - Successful experience communicating with all levels of management, working effectively with diverse populations, as well as managing projects that involve cross-functional teams
- Strong analytical skills, highly detail-oriented and the ability to develop and implement strategy and work plans
- Proficiency in Microsoft Office and managing a donor database
- Ability to handle multiple projects simultaneously, in a high-pressure environment
- Ability to work independently
- Experience in education or personalized learning a plus

**Compensation:** Commensurate with experience. Excellent health benefits, 403(b) retirement plan with company match and group life insurance.

**Start Date:** Position currently available.

**Application:** Phone inquiries are not accepted. To apply, please email your cover letter and resume (including salary requirements) to [careers@leapinnovations.org](mailto:careers@leapinnovations.org). Please include the position name in the subject line of your email.