



Position:	Development Manager
Status:	Full-time
Compensation:	\$65,000-\$70,000
Benefits:	100% individual/75% family coverage with a gold-level health care plan, retirement plan with employer match, flexible schedule, and hybrid work environment (currently 2 days a week at Washington, DC office)
Start Date:	Summer 2023

About One World Education

The mission of One World Education is to transform students into writers with voice, knowledge, and purpose. One World Education (One World) leads the largest writing program in Washington, DC schools, serving 5,000 students annually. For more than 15 years, students participating in One World's programs have increased their knowledge of social justice and become critical researchers and skilled writers; two essential skills needed for college and career success.

Position Overview

One World's Development Manager will help support the organization's grant writing, grant reporting, and stewardship communications with donors. One World is looking for a Development Manager eager to grow their leadership in fundraising and nonprofit management, so this position requires exceptional writing and verbal communication skills and a mindset that is committed to continual improvement.

Foundation Grants and Reports

- Assist in maintaining One World's grants calendar
- Help maintain Master Application and Master Report templates
- Co-author or author 3-4 grant applications and or reports a month
- Conduct background research for all stakeholder meetings
- Oversee editing of all grant content
- Ensure the submission of all supporting documents
- Record relevant information in the donor and funder database

Government Grants and Reports

- Understand grant requirements to ensure full compliance
- Regularly review grant expenditures with Development Director
- Analyze receipts and invoices for allowability and properly file for audit
- Support submission of monthly reimbursement requests in a timely manner
- Assist in submitting grant reports and filing all grant-related activity expenses
- Support the grant close-out process

Donor Management

- Prepare personalized notes for the Development Director and send donors tax acknowledgment letters and emails
- Document all donor communications in the organization's database
- Ensure donor and funder gifts are entered into a CRM system in a timely and accurate way
- Recommend improvements to donor and funder CRM database



Skills and Qualifications

- Bachelor's degree required
- Exceptional written and verbal communication skills required
- Minimum 3 years of professional development experience (K12 public education experience valued)
- Comfort managing multiple priorities in a fast-paced environment
- Responsive to feedback, and have the capacity to learn quickly and continuously
- Excellent technical skills: Microsoft Office, Google Suite, donor tracking software, and social media

Note to Applicants: Commitment to Equity & Diversity

One World Education welcomes applicants from diverse backgrounds and strongly encourages candidates of color to apply because this makes our team and work stronger. We offer equal opportunity in employment for all qualified persons and prohibit discrimination in employment on the basis of race, color, religion, creed, sex (including sexual orientation and gender identity), national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

Work Environment

This job operates in a professional office environment. This position consists of regular work time beyond the normal workday several times a year. A revised work schedule will be developed during these periods to clarify expectations. The position includes typical physical and mental demands requiring prolonged sitting, eye-hand coordination, and manual dexterity sufficient to operate office equipment. Requires a normal range of hearing and eyesight to communicate with staff, stakeholders, and the Board. With a need to attend in-person programming and meetings, the position requires being in the Washington, DC area.