ABOUT ACHIEVE

Achieve is an independent, nonpartisan, nonprofit education reform organization dedicated to working with states to raise academic standards and graduation requirements, improve assessments, and strengthen accountability. Created in 1996 by a bipartisan group of governors and business leaders, Achieve is leading the effort to make college and career readiness a priority across the country so that students graduating from high school are academically prepared for postsecondary success. When states want to collaborate on education policy or practice, they come to Achieve. At the direction of 48 states, and partnering with the National Governors Association and the Council of Chief State School Officers, Achieve helped develop the Common Core State Standards. Twenty-six states and the National Research Council asked Achieve to manage the process to write the Next Generation Science Standards. Achieve has also served as the project manager for states in the Partnership for Assessment of Readiness for College and Careers, which are developing next generation assessments. And since 2005, Achieve has worked with state teams, governors, state education officials, postsecondary leaders and business executives to improve postsecondary preparation by aligning key policies with the demands of the real world so that all students graduate from high school with the knowledge and skills they need to fully reach their promise in college, careers and life. For more information about the work of Achieve, visit www.achieve.org.

POSITION SUMMARY

The Associate Director, Development and Board Relations manages the daily administration of all fundraising and board relations matters. The Associate Director will partner with the SVP to execute annual development plans to meet organizational goals which includes the implementation of short and long range strategies. Primary responsibilities include but are not limited to: developing and executing against short- and long-term fundraising plans; development of corporate/development marketing collateral; grant prospecting and writing; segmentation of prospects to ensure efficient and effective solicitation of gifts; and management of a donor and prospective donor database. The Associate Director will also be responsible for co-managing the activities of Achieve’s Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Development & Fundraising

- Partners with the SVP to implement and update, as needed, a development strategy that generates resources needed to fund Achieve’s business plan and priorities.
- Researches, identifies and supports SVP in cultivating and nurturing relationships with current and potential foundation and corporate contributors. Builds strong relationships with other key stakeholders and members of the Board of Directors. Creates backgrounders, briefing memos and other materials as needed to support funding opportunities.
- Assists program units in the development of proposals, by providing information on specific donor needs, models of successful proposals and boilerplate materials, by consulting on development of proposal scope of work, by packaging materials to meet donor requirements and providing editorial assistance during the grant writing process.
• Collaborate with others, internally and externally, in the production of materials such as brochures, donor communications and reports to stakeholders.
• Manage metrics reporting and recommends benchmarks against which success will be measured.
• Prepares and submits reports to funders in a timely fashion, working with program units and Finance unit to develop necessary financials.
• Manages donor databases, grant files and records. Updates individual donor records and donor management system with contact history and key data (such as relationship history).
• Manages project staff and consultants involved in the development of fundraising strategy, benchmarks for success, grant proposals or any other related activity.

Board Relations

• Partners with SVP and President to implement new Board of Directors Governance Structure
• Supports Board of Directors onboarding and retirement processes
• Works with SVP and to develop strategy for involving board members to strategically support Achieve’s development work. Provides support and background for board member engagement. Assists in providing development training at Board meetings upon request.
• Provides support for Board of Directors and subsequent Board Committees including presenting and preparing reports and performance dashboards, managing correspondence / communications with Board and managing Board meetings and other events

Working Relationships

• Internal: SVP, Development & External Engagement, Director, Communications, COO and all Achieve program and policy staff.
• External: including but not limited to: Board of Directors, philanthropic contacts, consultants, contractors, presenters and writers.

REQUIREMENTS
Bachelor’s degree required. Candidate must have 6-8 years of related work experience (time spent on advanced degree attainment can substitute for work experience), which may include, but is not limited to devising and implementing multi-strategy fundraising plans or a combination of experience in external/corporate relations, communications and fund development with a demonstrated ability to deliver results.

• Experience with private foundations and corporations a must. Experience with major gift solicitations a plus.
• Demonstrated success in working with boards and committees.
• Strong writing, editing and proofreading skills is critical. Ability to easily change writing styles to fit the audience and voice of the piece; Experience producing professional, persuasive materials for the public and clear and consider report and grant writing; Demonstrated knowledge of business correspondence, marketing materials and reports.
• Sophisticated interpersonal and relationship building skills
• Highly organized with strong attention to detail and high degree of flexibility.
• Works well under pressure and with the ability to manage multiple projects and conflicting deadlines.
• Strong computer skills and donor or development software knowledge; familiarity with internet trends and opportunities related to development and donor relations
• Ability to work effectively in an entrepreneurial, collaborative environment, and is able to direct and work in harmony with a diverse group of highly motivated and capable individuals.
• Demonstrated interest in / knowledge of education policy and practice and ability to learn Achieve’s business
• Experience managing budgets, people and consultants.

FOR CONSIDERATION
Please submit your resume and cover letter to jobs@achieve.org with the position title in the subject line.