



TRANSFORMING EDUCATION.
SUPPORTING STUDENTS.

12241 Main Street, Bldg. #5 · Bellevue, Washington 98005

Phone: 425-456-4199 · bellevueschoolsfoundation.org

DEVELOPMENT MANAGER

ORGANIZATION SUMMARY: The mission of the Bellevue Schools Foundation is to promote and fund the best possible learning opportunities for ALL Students in Bellevue's public schools. For over 40 years, the Bellevue Schools Foundation has driven resources to Bellevue's public schools, with over \$36 million contributed to date. Students enrolled in the Bellevue School District are incredibly diverse: 100 languages are spoken; 125 countries of birth are represented; and 40% of students speak a first language other than English. Bellevue Schools Foundation is particularly noteworthy for its commitment to teacher development, and 45% of Bellevue School District teachers have achieved NBCT certification through the National Board Certification for Professional Teaching Standards, an achievement that is proven to directly correlate with increased learning potential in students. Bellevue Schools Foundation supports the dismantling of structural and systemic inequities that perpetuate both naive and intentional discrimination against persons of all races, ethnicities, religions, gender orientations, disabilities, and economic statuses. The Foundation believes that education is the basis for opportunity, growth, and success in life.

POSITION SUMMARY & REPORTING Reporting to the Development Director, the *Development Manager* is primarily responsible for supporting a strategic plan to raise vital funds for the organization in a cost-effective and time-efficient manner. The Manager generally supports the work of the Development Director, especially in the areas of communication, community relations, events, data management, and various organizational and reporting responsibilities. The Manager is part of a dynamic team, and as such, will be proactive, detail-oriented, have strong follow-through skills, be able to prioritize multiple assignments, and handle complex tasks in a fast-paced environment.

RESPONSIBILITIES:

- Support the Development Director in the execution of the annual fundraising plan
- Support the Development Director's relationships with prospects and donors and assist in cultivation, solicitation, and stewardship interactions
- Assist with communication with trustees, donors, and the larger BSF community
- Assist in the creation of written materials, including correspondence, proposals, solicitations, acknowledgements, and digital media
- Support the development of marketing materials and communications
- Manage the Foundation website and social media channels
- Collaborate with graphic designers, artists, and technicians to create visually compelling communications and presentations
- Manage collateral documents, photos, videos, etc. for use in communications
- Document donor engagement and interactions in Donor Perfect
- Support the development of programming, staffing, and facilitation of events, and logistics during the year including, but not limited to:
 - Spring for Schools

- Cultivation Events
- Stewardship Events
- Organize data and records to prepare reports as requested
- Other duties as assigned

Desired Qualifications

- Commitment to the mission of Bellevue Schools Foundation
- Communications / media experience
- Event coordination experience
- Basic website management and social media experience
- Community relations experience
- Familiarity with database management
- Proven performance in a fast-paced, customer service-oriented environment
- Excellent verbal and written communication skills
- Basic graphic design and video abilities are a plus
- Commitment to confidentiality and ethical practices

Desired Competencies

- Superior analytical, critical thinking, problem solving and organizational skills with meticulous attention to detail and accuracy
- Visual design and media savvy
- Collaborative approach to problem solving and ability to work effectively with individuals at all levels (internally and externally)
- Demonstrated flexibility and ability to work under pressure; ability and desire work in a fast-paced, changing environment, and conform to shifting priorities, demands and timeline;
- Ability to look at situations from several points of view
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Excellent interpersonal skills and a team-oriented attitude
- Strong organizational and time management skills

To apply: Send a cover letter detailing your relevant expertise and applicable experiences along with a resume to info@bsfdn.org with the following subject line: "*LAST NAME*, Development Manager Application. A link to a portfolio of any previous visual design work or social media communications is welcomed.

The Bellevue Schools Foundation is an equal opportunity employer dedicated to building a workforce that reflects the diversity of the community it serves. Applications are encouraged from all qualified individuals without regard to race, ethnicity, gender, sexual orientation, religion or national origin.