



***Position Description: E3 Alliance Development Manager***

***Classification: Professional – Exempt***

***Direct Supervisor: VP of Investor Development***

**About E3 Alliance:**

E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

**Our Core Values:** Collaboration | Data-driven | Equity | Learning | Relentless

E3 Alliance is an equal opportunity employer, and has a Best Place for Working Parents 2022 designation.

At E3 Alliance we value both the effectiveness of remote work and the importance of in-person collaboration. For this role, there will be remote work flexibility with an understanding that weekly in-person office hours and donor meetings are required.

**Purpose of Position**

In conjunction with the Vice President of Investor Development, the primary purpose for this role is to establish and implement short and long-range fundraising goals and objectives for our corporate and individual major donor campaign strategy for organizational revenue generation and sustainability. This position will serve as lead major gift officer for corporate and individual major donor investments for E3's Alliances philanthropic strategy. Organizational fund development elements include: donor acquisition and fund-raising events, annual giving and major gifts from individuals and corporations, and processes and systems for effectively managing investments in E3 Alliance. Supporting efforts include staff training, donor stewardship, gift entry and acknowledgement, database management, and donor research.

**Position Description**

**Major Donor Cultivation and Stewardship (Approximately 60% of time):**

- Manage a portfolio of major individual donors/investors (primarily corporations and major individual donors), developing customized roadmaps and compelling narratives to secure their investment and reach your portfolio goal.
- Proactively ensure the organization develops strong long-term relationships with largescale individual, and corporate donors/funders; Personally, build relationships to ensure fund development strategy is achieved.

- Research major donor opportunities for the purpose of developing additional funding resources for both current and proposed initiatives.
- Launch and guide new individual major donor campaign, E3 Legacy Trust, to become new substantial revenue source for E3.
- Ensures establishment of a broader and diverse donor base of individual, and corporate giving to compliment major philanthropic investment.
- Fully utilize DonorPerfect to track and manage the prospect/proposal/donor lifecycle.
- Collaborate with a variety of internal and external stakeholders to generate program and impact content and develop a deep understanding of the work of our coalitions.
- Support senior leaders in preparing for meetings and responding to requests from investors and providing follow-up support as necessary.
- Create and designs donor impact reports, gift acknowledgments, and pledge reminders.

**Corporate Partnership Strategy & Data Management (Approximately 25% of time):**

- Lead corporate engagement strategy to deepen broad based support for special events and partnerships
- Lead and manage corporate sponsorship cultivation, solicitation, and stewardship for Blueprint Summit, Geeks in Boots, and other events on as needed basis.
- Work in conjunction with Development Specialist to carryout key work components in the areas of donor database management, special events, administrative functions, and donor cultivation and stewardships.
- Responsible for ensuring DonorPerfect database structure and reporting is fully functional and utilized by departments involved in organizational investment.
- Generate strategic work products for DonorPerfect reports and organizational dashboards.

**General Support (Approximately 15% of time):**

- In conjunction with VP of Investor Development, support the Annual Development Plan for strategic direction and setting priorities
- Personally, build relationships to ensure fund development strategy is achieved
- Work closely with the Senior Directors on the Blueprint Team to ensure that programs and initiatives have the resources to meet short and long-range goals/objectives
- Maps investor priorities to E3 mission and organizational needs and capabilities, understanding how to represent our capabilities consistent with our mission and how to avoid potential major donor relationships that could take us off mission
- Develop, in tandem with the fund development team, finance team and Executive Director, the organization's resource budget, monitoring team performance on a monthly basis and maintaining an on-going forecast for year-end projections.

**Required Education / Skills / Experience:**

- Commitment to E3 Core Value of achieving equity in education
- B.A. or B.S. in Business, Education, or a related field required
- Minimum 3 years' experience in working in development (major gifts, grants, annual plan) and/or education services sales
- Excellent written and oral communications skills
- Strength presenting information in verbal, written, and graphic form in ways that influence action and behavior
- Ability to write powerful case studies and persuasive documents
- Experienced negotiator

- Assertive and able to work with prospects to close deals, while balancing commitment to the mission and prioritizing benefit to the customers' ability to be an effective investor in positive education change
- Strong, proven project management skills
- Experience managing multiple complex tasks and priorities to meet deliverables and deadlines
- Detail oriented
- Experience managing pipeline of sale or grant prospects
- Must have or be able to rapidly develop credibility with education partners and prospects
- Must be experienced and adept at using DonorPerfect as a donor investment tracking tool or comparable donor management system (DMS)
- Self-directed, rapid learner, and enthusiastic about advancing the mission of E3 Alliance
- Must be passionate and committed to changing the education landscape
- Minimal travel required, in the state of Texas

#### **Other Highly Desired Skills:**

- Significant background/experience in the education space, directly (e.g. teaching) or through education products and services
- Direct experience working with workforce and/or educational institutions from the public, private or non-profit sectors, preferably in Central Texas
- Experience in Microsoft Office, Excel and Microsoft Office and web presentation tools
- Recognition and respect for diversity of culture and background

#### **Compensation and Benefits:**

The E3 Alliance is housed at founding partner Austin Community College (ACC) District, and through this partnership utilizes ACC payroll and human resource systems. Therefore, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

- **Salary Range: \$75K-\$90K**
- Salary based on experience; May include variable salary component based on performance
- Health care and dental insurance, TRS (Teacher Retirement System) retirement benefits, disability insurance, and other generous ACC benefits
- This position is grant funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

#### **To be considered for this position applicants must:**

- Complete the employment application: [Austin Community College Employment Application](#), and please:
  - Submit your resume and cover letter during the ACC application process
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)