

GPS Education Partners is a non-profit organization that utilizes an innovative education model to build strategic partnerships with education, business, and the community. These partnerships enable us to accelerate students interested in technical careers, by preparing them through a credentialed work-based learning journey and customized solution.



Our team is driven by our mission and the impact we have on the lives of students and their communities. We do not obsess over hierarchy; we collaborate and do the right thing to get the job done. We are not afraid to take risks and innovate.

GPSEd is seeking a candidate with proven success in grant writing and fundraising for our **Fund Development Manager** position. The **Fund Development Manager** reports to our **National Fund Development Director** and will have ownership over day-to-day routine tasks as well as periodically taking the lead on strategic planning activities in support of annual revenue goals. Our ideal candidate confidently develops internal and external relationships at all levels to build support for the organization and its fundraising goals.

Position Responsibilities:

- Identifies, cultivates, solicits, and stewards donors and prospects including individuals, corporations, and/or foundations, through visits and other forms of direct personal contact in accordance with performance targets.
- Establishes and maintains collaborative working relationships with Marketing department, Development colleagues, and appropriate board members and/or other constituents to maximize the organization's total gift revenue, plan solicitation strategies, and leverage joint solicitation efforts.
- Assists and/or leads in short- and long-range strategic planning activities to create and implement fund-raising goals and objectives.
- Coordinates day-to-day unit-based development strategies and activities to ensure their integration into the overall development program.
- Makes effective use of the GPSEd prospect management database and other resources to ensure appropriate management of donors, prospects, and alumni.
- Conducts research to identify prospects, with an emphasis on major gifts exceeding \$25,000, and creates strategies to match prospects' interests to the priorities of GPSEd.
- Researches, writes, edits, and/or oversees the preparation of persuasive, accurate, and grammatically and syntactically correct solicitations, grant proposals, case statements, reports, correspondence, and other development-related communication materials in support of GPSEd fund-raising activities.
- Performs miscellaneous job-related duties as assigned.

Desired Skills, Knowledge and Experience:

- Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources.
- Demonstrated ability in planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes.
- Exceptional interpersonal skills and the ability to interact effectively with executive leadership, staff, prospects, donors, and/or volunteers in a wide range of roles.
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives. Database management skills.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- Demonstrated organizational skills and experience in managing events and other complex activities in support of development objectives.
- Ability to foster effective working relationships within a team environment.
- Community relations skills and the ability to communicate and work effectively within a diverse community.
- Program planning and leadership skills.
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.