

BUSINESS DEVELOPMENT & FUNDRAISING MANAGER

The Business Development & Fundraising Manager will help the National Association of Charter School Authorizers (NACSA) create more effective educational options driven by family aspirations and a more diverse field by securing financial contributions that enable the organization to grow and maximize its impact. By managing NACSA's grants program and helping to grow the organization's philanthropic funding and new business revenue, they will be a key player in meeting NACSA's financial and strategic plan goals.

NACSA'S MISSION

NACSA advances and strengthens the ideas and practices of authorizing so students and communities – especially those who are historically under-resourced – thrive. Quality authorizing is key in determining the type, quality, and equity of educational opportunities afforded to students and communities. Over time, the quality of schools that students and communities access has everything to do with the decisions authorizers make.

NACSA works to improve authorizing by developing and growing the authorizing profession, shaping state and federal charter policies, and building an evidence base to improve educational opportunities for students and communities.

ROLE AND MAJOR RESPONSIBILITIES

Oversee and grow NACSA's grants program.

- Partner with the CEO and Director of Strategic Partnerships to research, identify, and cultivate new funding opportunities and relationships, and think creatively about how our current and future work may align with existing funders and their goals.
- Incorporating knowledge of donor motivations and NACSA's strategic goals, prepare written communications for funders including letters of inquiry, proposals, reports, and email communications.
- Work across teams to collect the information needed to demonstrate compliance with grant metrics while translating NACSA's work into compelling, qualitative "stories of impact."
- Manage the grant calendar, ensuring all proposals and reports are submitted on time and are of high quality.

Help with board engagement and execution of board meetings.

- Partner with the CEO and the Director of Strategic Partnerships to:
 - Develop and implement engagement strategies to maximize the knowledge, experience, and connections of NACSA's Board of Directors and National Advisory Board.
 - Execute logistics for all board meetings.

Source and secure new, fee-for-service, business opportunities.

- Partner with the Managing Director, Consulting Services to:
 - Identify and monitor the release of request for proposals (RFPs).
 - Develop the corresponding proposals, working across the organization to solicit the necessary information to create strong and persuasive proposals that adhere to the stated requirements.
 - Create detailed scopes of work and budgets based on client needs, context and timelines.
- Serve as the liaison between Finance and NACSA's Consulting Services division, monitoring budget to actuals to ensure projects are completed within budget.
- Obtain feedback from project staff to strengthen and refine future proposals.

The Business Development & Fundraising Manager is expected to spend 50 percent of their time on new business development and 50 percent of their time on philanthropic fundraising/grants management. While this role has a direct reporting relationship with the Director of Strategic Partnerships, they will work closely with NACSA's CEO and Managing Director, Consulting Services.

DOES THIS SOUND LIKE YOU?

Your drive for students, especially those who are being underserved, runs deep.

- You are passionate about educational equity, access, autonomy, and accountability.
- Broadening quality opportunities for students, especially those who need it most, is more than a job to you.
- You approach this work with urgency.

You enjoy writing and excel in written communications.

- You write with a sense of purpose. Your writing is clear, direct, and compelling.
- You write with the audience in mind and understand the importance of tailoring messaging to different audiences.
- You respond to emails, calls, and requests promptly and professionally.

You are a natural project manager, sweat the details, and own your work.

- Juggling multiple competing priorities and projects excites you.
- You can be counted on to keep projects moving forward on time and proactively identify and raise issues that may impact project execution.
- You ask questions to gain clarity when needed and do not wait to be told what to do.
- You hold yourself personally responsible for results and are persistent as you follow up and follow through.

You have a constant need for achievement and accomplishment.

- You are driven every day to do more and achieve more.
- You proactively bring solutions to problems and do everything possible to reach desired outcomes.
- You are naturally competitive and thrive on having clear, tangible goals by which to measure your progress.

You cultivate and strengthen relationships with ease and enjoyment.

- You enjoy and are energized by the challenge of meeting new people and building your network.
- You are genuinely curious – eager to seek information to understand others' perspectives, needs, and feelings.
- You demonstrate awareness and sensitivity to others' needs and have a true desire to find ways to help others reach their goals.

EXPERIENCE

- **Bachelor's degree** from an accredited college or university.
- Demonstrated track record of **securing grants and/or new business and growing revenue.**
- Minimum of two years of experience in **business development, fundraising, or related capacity.**
- Minimum of two years of experience producing **written communication** in a business development, fundraising, or related capacity.

ALL STAFF MEMBERS DEMONSTRATE ALIGNMENT WITH NACSA'S VALUES

- **Impact:** All your work is designed to increase and improve educational opportunities for children.
- **Equity & Inclusion:** You seek out diverse perspectives and evidence to challenge your beliefs, especially considering those most impacted by our work.
- **Candor:** You are honest with yourself and others.
- **Shared Ownership:** You take ownership for the work of the entire organization.
- **Work-Life Integration:** You respect professional and personal commitments and boundaries between them.

COMPENSATION & BENEFITS

The Business Development & Fundraising Manager will earn a salary between \$70,000 and \$80,000 commensurate with experience. We take a data-driven approach to our compensation strategy so all employees are paid competitively and equitably.

- Excellent medical, dental, and disability coverage.
- Option to participate in a 401K matching plan.
- Generous paid time off comprising of vacation, personal, sick, and holidays, including the days between Christmas Eve and New Year's Day.
- Flexible work policy, recognizing there are better ways to measure impact than counting the number of hours you are working.

LOCATION

NACSA operates in a completely virtual work environment except for occasional organizational events such as all-staff retreats, holiday parties, and our annual conference (when it is safe to convene in person).

TO APPLY

The review of candidates will begin immediately and continue on a rolling basis until the position is filled. Applications should consist of a current resume, cover letter and writing sample (no longer than three pages; excerpts are acceptable). Please submit all materials to jobs@qualitycharters.org.

NACSA is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, or current employment status.

NACSA encourages individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort.