

Manager, Corporate and Foundation Relations Teach For America - Chicago

Title: Manager, Corporate and Foundation Relations

Team: Chicago

Location: Chicago, IL

Application Deadline: Applications will be reviewed on a rolling basis

Start Date: Immediately

Status: Exempt

Strand: Project Management

Job Code: 1-1-2

Position Summary

Teach For America in Chicago intends to more than double its base of corporate / foundation support by 2015. The Manager of Corporate and Foundation Relations (MCFR) will drive our campaign to raise more than \$4 million this year from corporate and foundation contributions in support of our overall goal to raise \$13 million in operating revenue. The MCFR will work closely with the Managing Director, Development, the Manager of Corporate, Foundation, and Government Affairs and Executive Director to set and execute high level corporate and foundation giving strategies and will be responsible for: creating and executing an operational plan in order to meet fundraising goals; developing strategies and cultivation plans for a portfolio of donors and prospects; and managing up to the Executive Director and Managing Director of Development to cultivate, solicit and steward donors. To be successful, a MCFR must: be a critical thinker with a keen understanding of what motivates others; display sound judgment in prioritizing actions based on outcomes; and be able to get results through others. This individual must be a strong writer with a high bar for quality, very organized, and detail-oriented. This person also enjoys working with a fun and collegial team in a dynamic, high performing environment. The MCFR will report directly to the Managing Director of Development.

About Teach For America

Teach For America is the national corps of top recent college graduates who commit to teach for at least two years in urban and rural public schools and become lifelong leaders in the effort to expand educational opportunity. Our mission is to build the movement to eliminate educational inequity by enlisting the nation's most promising future leaders in the effort.

In the 2010-2011 school year, more than 8,200 first- and second-year Teach For America corps members will be teaching in 39 regions across the United States. Since 1990, Teach For America corps members have reached more than 3 million students. More than 20,000 Teach For America alumni are working in education and many other fields, where they continue to advocate for students and families in low-income communities. While only one in six corps members say they were interested in the teaching profession before joining Teach For America, nearly two-thirds of our alumni remain in the field of education.

We are a high-growth, outcomes-oriented organization, with a \$220 million budget and over 1,500 staff. We operate in an entrepreneurial environment, maintain focus on quantitative measures, and are committed to continuous improvement.

Responsibilities

Responsibilities will include, but are not limited to:

- Collaborating with the ED, MDD, and Manager of Corporate, Foundation, and Government Affairs to create and execute the corporate and foundation strategic and operational plans with a focus on retaining current supporters at a high level and increasing both the

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size of the donor base and the average contribution level; thereby ensuring that Chicago maximizes opportunities, meets annual funding goals and builds long-term sustainability within these revenue streams

- Analyzing historical and market data to support the ED and MDD in setting ambitious yet feasible revenue, donor quantity and retention goals and setting interim benchmarks
- Regularly tracking progress to goal, in part by managing accurate and up-to-date records and data on donors; conducting analysis to identify what is driving and impeding progress; and working with the MDD and ED to develop and implement solutions to address gaps
- Prioritizing key actions for the ED and/or MDD to take in cultivating, soliciting and stewarding donors through external meetings, events and correspondence and preparing/supporting them to execute
- Serving as the region's primary written voice by writing high-quality written communications for funders at all stages of the development process including letters of intent, proposals, mid-year and final reports, regional marketing materials, and newsletters; all of which accurately and compellingly convey our national and regional 2015 vision and plan
- Managing the region's portfolio of corporate and foundation donors and prospects by:
 - Developing strategies and tactical plans to achieve goals for different donor segments
 - Creating and maintaining the operational systems required to manage a high volume of donor cultivation, stewardship and research to ensure efficiency and effectiveness and specifically to ensure alignment with all corporate and foundation grant guidelines

Candidate Profile and Experience Prerequisites

- Bachelors degree required
- Minimum 2 years of experience preferred
- Teach For America experience preferred
- Deep commitment to Teach For America's mission and core values
- Uncommon level of personal responsibility with exceptional goal orientation and a proven track record of success
- Critical thinker who displays strong judgment in prioritizing problems to solve and opportunities to pursue
- Motivated by achieving results through others and able to manage superiors, peers, and direct reports towards outcomes
- Keen understanding of the beliefs, contexts, and motivations of others
- Strong written communicator; specifically can write compellingly about our organization, mission, and goals and effectively tailor messaging to different audiences
- Highly organized, deadline-driven and with exceptional detail orientation
- Demonstrated ability and/or willingness to manage systems and process to ensure efficient operations
- Customer service approach to donor management
- Ability to operate with purpose, urgency, and accuracy in a fast-paced, deadline-driven environment

Benefits and Salary

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

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Anti-Discrimination Policy and Commitment to Diversity

Teach For America seeks individuals of all ethnic and racial 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.

Apply Now

We review applications on a rolling basis. Please submit your resume and a one-page cover letter with your application. For more information, please contact staffing@teachforamerica.org.