



222 Broadway
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New York, NY 10038
www.dfer.org

Job Title: State Development Manager

Democrats for Education Reform (DFER) is a national education advocacy organization dedicated to ensuring that every child, no matter their background, has access to a great school. Our vision is to make the Democratic Party the champion of high-quality public education. Since 2007, we have supported Democratic leaders and education champions across the country who are standing up for our students and advocating for transformative education policies.

DFER is poised to expand upon its position as one of the nation's foremost advocates for children. The organization's work has recently been featured in outlets like the New York Times, NPR, CNBC, Associated Press, and more. You can learn more about our latest work at www.dfer.org or on Twitter at [@dfer_news](https://twitter.com/dfer_news).

State Development Manager Job Purpose: Reporting directly to the National Director of Development, this role will serve as the primary development liaison between the national development staff and state chapter affiliates, and will split time evenly across eight state chapters. The State Development Manager is responsible for supporting DFER's state chapter affiliates to meet ambitious fundraising targets. The primary function of the role is to maintain a portfolio of support services and work strategically to tailor individualized fundraising support for each state chapter.

Ideal candidates: 1) have experience designing and executing fundraising campaigns of various sizes, including both non-profit and political fundraising, as well as candidate bundling; 2) enjoy designing and implementing procedures to make intra-organizational processes run smoothly; and 3) exemplify a "customer support" mindset while working to support the state directors and their teams. Since this is a newly created position, ideal candidates also possess an entrepreneurial spirit as well as strong organizational skills and are inspired to find creative solutions to challenges.

Major Job Duties:

- Support the implementation of a strategic fundraising plan for each state chapter by working with state directors to raise funds from diverse sources including foundations, individual donors, and allied organizations.
- Consult and collaborate with the National Director of Development to align fundraising activities with overall organizational goals.
- Specific tasks include:
 - Devising and drafting professional fundraising communications and donor outreach including highly effective marketing materials (e.g. one-pagers, PPTs, etc.)
 - Drafting grant proposals and reports that effectively incorporate state chapter goals, metrics, and narrative storylines.
 - Identify, research, and develop opportunities to expand DFER's profile within individual state chapter donor communities and generate a robust portfolio of donor prospects.
 - In partnership with the finance team, maintain an up-to-the-minute tracking database of state revenue. When necessary, identify and highlight gaps to goal and work with both national staff and state directors to close any fundraising gaps.

Skills/Qualifications:

- Bachelor's Degree required.
- 2-3 years of experience in non-profit management and/or successful project management, including a verifiable proven track record of fundraising.
- Direct experience with devising high-quality oral and written communications including presentations, donor solicitations, grant proposals, and reports.
- A plus, though not required: expertise in professional document design including Adobe Illustrator, InDesign, and/or Photoshop.
- Strong ability to build relationships and manage processes across teams and organizational structures.
- Ability to think strategically and creatively to develop new strategies for communicating narratives and organizational impact.
- A professional or volunteer background that includes a strong orientation to issues affecting educational opportunity for children, and/or a passion for social change with the ability to convey enthusiastically the work of the organization.
- Entrepreneurial, innovative mindset, high level of integrity, and excellent judgment and discretion.
- Ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time.
- Must maintain strict confidentiality related to donors, staff, and other organizational information.
- A strong racial and social justice lens.
- Flexibility to travel as required in performance of duties.
- Evening and weekend hours required at certain times of the year.

Location: Flexible, can work remotely (though Greater NYC area is preferred)

Compensation: Competitive salary, commensurate with experience. We are proud to offer excellent benefits: health and dental coverage; life insurance; short- and long-term disability; 401K with a match plan; flexible spending/benefits plan; holidays and vacation.

Commitment to Diversity: DFER seeks individuals from all backgrounds to apply for this position. DFER continuously ensures that an equity lens and a specific focus on diversity, equity, and inclusion is present in each aspect of our work and embedded into our organizational fabric.

How to Apply: Please apply as soon as possible, even if you are not available to start immediately. All applications are held in strict confidence. Very competitive salary and a generous benefits package are included. Interested applicants should send resume, cover letter and at least three professional references (references are not contacted until you have had a successful interview and are notified) to: mike@dfer.org.