



**JACKSONVILLE
PUBLIC
EDUCATION
FUND**

Powering Potential

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40 East Adams Street
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Jacksonville, FL 32202

Manager, Fund Development

FLSA Classification: Exempt

Reports to the Senior Director, Fund Development

About the Organization

The Jacksonville Public Education Fund (JPEF) is an independent think-and-do tank that activates community support, connects partners, and advances effective ideas for the success of all students. We work tirelessly to close the opportunity gap for low-income students and students of color. We convene educators, school system leaders and the community to pilot and scale evidence-based solutions that advance school quality in Duval County.

JPEF has a highly engaged and diverse board, significant fiscal resources, and talented staff to drive the organization's work. The fast-paced and entrepreneurial organization has more than a decade-long track record of helping public schools significantly improve outcomes for students through innovative, community-focused, and data-driven solutions.

Position Summary

The Manager of Fund Development helps manage and support JPEF's ongoing fund development efforts, including administration of the donor database/constituent relationship management (CRM) tool and managing the planning and execution of a variety of donor cultivation, stewardship, and engagement activities/events including the biennial EDTalks event.

Reporting to the Senior Director of Fund Development, the Manager will work closely with other Jacksonville Public Education Fund staff members to advance organizational goals and strategy; ensure the alignment of our efforts; engage in collaborative learning, planning and action; measure impact and make continuous improvements.

Responsibilities

Fund Development Management & Support

- Co-manage the customization and implementation of JPEF's donor database/CRM. Responsible for the integrity and on-going maintenance of prospective and current donor records to include timely data entry, processing and maintenance of gifts and grant records, regular analysis and reporting on donor activity, and ad hoc reporting requests.
- Help engage and steward existing donors at all giving levels by sending gift acknowledgement and follow up letters, greeting cards, invitations to special events, and by supporting the President and Fund Development Director to make personal calls to thank donors. Prepare gift renewal letters and invoices for existing donors.
- Coordinate with the Senior Director of Fund Development and Manager of Communications and Fund Development on grant and budget planning, with the responsibility of ensuring that the details and

status of grants and proposals are properly recorded in the donor database and other tracking systems.

- Research prospective donors, as well as private and corporate foundation grant opportunities.
- Assist the Senior Director of Fund Development to prepare for and follow up on meetings and presentations to donors and donor prospects, including the Board's Development Committee.
- Lead the planning and implementation of ED-Talks, a biennial convening of approximately 400 people where JPEF brings national thought leaders to Jacksonville to rally our community behind the shared goals to improve student outcomes.
 - Together with the Senior Director, Fund Development and President, identify potential keynote speakers for the event, and once selected, coordinate contracts.
 - Secure sponsorships for the event.
 - Develop a plan to include organizational roles and responsibilities.
 - Coordinate the theme, entertainment, decorations, floor plan, food, and overall event experience.
 - Select vendors and manage contract negotiations for event production.
 - Convene production meetings with the production team and media partner, ensuring alignment between all event roles.
 - Participate in the script review for the event, led by the Director of Marketing and Communications.
 - Manage event walk-through and execution, including the day-of event flow.
 - Collaborate with JPEF's program leadership staff to ensure alignment between the event theme and JPEF's programmatic goals, including connecting donors and program partners/ stakeholder during a pre- or post-event that helps drive local impact.
- In partnership with the Senior Director of Fund Development and with the support of other staff, secure sponsorships and in-kind support for the EDDY Awards, an annual event that celebrates Jacksonville's teachers of the year and highlights best practices that we promote through our work.
- Coordinate donor engagement events that recognize, steward, and further cultivate current donors, volunteers, and prospects, increasing their engagement with the organization. Work collaboratively with Development staff and volunteers to create and hold strategic, data-driven, branded, mission focused events that are well attended, planned, and executed effectively.

General

- Actively participate in internal meetings, work sessions and retreats with a focus on collaborating cross-functionally, strategizing and evaluating effectiveness.
- Support other efforts as overall JPEF strategies and priorities dictate.
- Develop internal processes and systems to effectively manage work streams.

Qualifications

Education/Career Experience

- Bachelor's degree required.
- Three years of philanthropic experience in a non-profit, fundraising and event experience required.
- Experience administering a donor database/CRM. Salesforce preferred.

Skills, Knowledge and Abilities

- Strong problem-solving skills and demonstrated ability to consistently take initiative.
- Ability to maintain and respect the sensitive, private and confidential nature of information related to grants, donors, advisors and the organization.
- Strong organizational skills with the ability to manage multiple projects simultaneously, prioritize deliverables, and handle unanticipated demands and requests.
- Excellent interpersonal skills, adaptability, and a collaborative style with ability to engage colleagues at all levels.
- Confidence to work internally and externally with various leaders, partners, staff and consultants to support the organization's efforts.
- Experience and comfort working with Microsoft 365 (Outlook, Office applications, Teams), Adobe Acrobat Pro, online communications tools (Facebook, Twitter, etc.) and various web-based applications.

Additional Qualifications

- Clear commitment to the importance of providing a high-quality public education for all students in Jacksonville, particularly historically underserved student populations.
- Ability to thrive in an entrepreneurial, start-up like environment.
- Ability to work effectively in a fast-paced, deadline- and goal-driven organization.
- Excitement and openness to continued learning and development.
- Knowledge of Jacksonville is preferred, but not required.

Salary and Benefits

The salary range for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package including employer-paid health, dental, vision and life insurance is included, along with significant leave time and a matched 401(k) retirement plan.

Commitment to Diversity

The Jacksonville Public Education Fund encourages 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.

How to Apply

Please apply on the career's page of JPEF's website <https://www.jaxpef.org/about-us/careers>