Development and Events Manager

The Institute for Educational Advancement (IEA) is seeking a personable and engaging Development and Events Manager who will work with the president, executive team, and staff to cultivate relationships with donors, alumni, corporate sponsors, and foundations. The Development Manager will work closely with other team members to secure funding for current and new initiatives. This role will create and implement stewardship plans for major benefactors and endowment donors.

Candidates must be committed to the long-term success of IEA’s mission. This position will assist in building IEA’s visibility, impact, and financial resources to support IEA’s efforts to serve our nation’s gifted children in need.

Essential Functions:
• Develop and implement fundraising strategies to grow revenue from current and prospective donors, including foundations and corporations,
• Recognize donors, create personalized correspondence including thank you letters, process donations, and perform regular audits of communication efforts,
• Facilitate donor stewardship involving the President, the Chairman of the Board and Program Managers,
• Work to support board members in taking on an active fundraising role,
• Maintain donor database to ensure accurate and current records,
• Plan, track, and analyze results of development efforts,
• Manage and facilitate fundraising and donor recognition events,
• Implement systems for the identification, acknowledgement, recognition, and reporting to key stakeholders across all fundraising program areas,
• Partner with Marketing and Outreach teams to maximize recognition opportunities in various publications and events,
• Oversee the grants process, prepare impact reports, and fulfill reporting obligations,
• Collaborate with finance and IT on systems and tools that ensure best practices in fundraising efforts.

Knowledge/Skills/Abilities:
• Exceptional communication skills, including writing and editing for the full-range of development activities
• Knowledge of principles and techniques relevant to major gift fundraising
• Advanced skills in MS Office, including mail merges, with a strong proficiency in Excel; knowledge of development software a plus
• Strong initiative, project management skills, and ability to prioritize tasks to meet deadlines
• Ability to manage and track budgets
• Commitment to protect confidential information
• Ability to work independently and collaboratively
• Convey information about IEA’s mission and work in gifted education with passion and enthusiasm
Education/Experience:
• College degree with a minimum of three years of development experience required
• Proven success in areas of individual, corporate, and foundation giving
• Experience in communications, writing, and project management
• Planning and managing fund development events and volunteers
• Experience with Salesforce or other donor CRM
• Knowledge and understanding of nonprofit educational organizations a plus

Working Conditions/Physical Demands:
Routine for office environment. The employee will be required to attend meetings/events during evening and weekend hours.

To Apply:
This is a full-time, exempt position located in Pasadena, CA.

Interested persons should submit cover letter and resume. Resumes without cover letters will not be considered. No phone calls, please.

At the Institute for Educational Advancement (IEA), we believe that in order to fully actualize their abilities, children require strong academic and personal development programs provided by skilled educators, administrators, and professionals. IEA is not limited to one approach to learning, but seeks the best strategy for each individual child. As one of the nation’s leading organizations for gifted and talented youth, we are committed to the whole child, inspiring students to grow and find balance among all five aspects of self: intellectual, emotional, social, spiritual, and physical.