



Enroot Job Description - Development Manager

About Enroot

Enroot has been supporting English Learner students through our comprehensive wrap-around program model for the last 28 years. Supporting recently arrived immigrant students during their high school to college years as they learn a new language, adapt to a new culture, and set roots in a new community is at the core of our work. We currently support students at Somerville High School, Cambridge Rindge & Latin School, and across 15 college campuses, and look forward to expanding in the years ahead. We strive to create a sense of belonging and help our students prepare to succeed in college, career, and life. To learn more about the students and values that drive our work, please visit www.enrooteducation.org.

Diversity, Belonging, Inclusion and Equity at Enroot

Creating a sense of belonging is at the heart of our work with immigrant students. At Enroot, we value an inclusive environment where all team members feel a sense of belonging and are included as full partners in pursuit of our mission. We are an organization committed to disrupting and dismantling the oppressive power structures and systemic barriers immigrants must navigate. With humility, we are committed to ongoing learning and understanding as we embark on our own racial equity journey. This drives every decision we make, and every action we take, in the pursuit of equity for immigrants. We believe a diversity of voices fosters innovation and creativity, leading to better decisions and outcomes for immigrant students, families, and communities. Enroot is an equal opportunity employer and as such, we do not discriminate on any basis protected by law.

The Opportunity

The Development Manager role presents an exciting opportunity for a motivated development professional to join a team that's passionate about helping immigrant students realize their full potential. Reporting to the Senior Director of Development, the Development Manager is a full-time position that will execute all grant activities required to secure and steward institutional funders, manage Enroot's fundraising database, manage donor communications, and provide additional support in development operations.

While Enroot is currently operating virtually, this position requires the candidate to be operating in person in Greater Boston once in-person work resumes, most likely in or after November, 2021. Enroot is currently evaluating possibilities for a reduced in-person working schedule to prioritize the health and wellness of our staff and provide greater flexibility. Enroot is eager to fill this role as soon as possible.

Responsibilities

Grant prospecting, proposal, and reporting process:

- Research, identify and steward institutional funders including foundations, corporate and government entities, with the goal of building a pipeline of consistent institutional funding



support. Enroot typically submits over 60 proposals annually, ranging from \$5,000 to more than \$100,000.

- Write and submit letters of intent, full grant proposals including budgets, and required reports.
- Manage grant reporting, and meeting of grant requirements including coordination of funder site visits.

Data management:

- Take primary responsibility for Enroot's development database, Salesforce, becoming an expert in its design and functionality, developing strategies for its use, and ensuring regular and accurate updates and report generation.
- Conduct queries and generate reports for internal and external communications, event planning, and mailing lists.

Development Communications:

- In partnership with the Senior Director of Development, create a development communications strategy and lead on execution, including direct mail solicitations, online appeals, social media, quarterly newsletters, letters to the community, and press releases.
- Manage donor stewardship by processing timely gift acknowledgment letters.

Development Events:

- In partnership with the Senior Director of Development, support the execution of development event operations.

What Are We Looking For?

- Who you are. You are committed to fostering Diversity, Belonging, Inclusion, and Equity in your community and your place of work. You are a bright, imaginative and collaborative development professional with a passion for reaching ambitious goals, strong technical writing skills, and an understanding of grant requirements, tracking, and reporting.
- What you believe. You believe that all immigrant students can succeed at the highest level and that our country will be strengthened when we invest resources in supporting them.
- Persuasive and dynamic communicator. You've earned a reputation as an extremely persuasive communicator, both in fundraising appeals and overall organizational communications. You have experience in social media strategy and communications platforms such as Mailchimp.
- Analytical and strategic thinker. You think analytically, prioritize tasks and develop processes to monitor progress and performance. You rely on data, experience, and judgment to plan and accomplish goals.
- Organized & productive. You pay attention to small details, possess strong organizational and revenue tracking skills and can work in a fast-paced environment.
- Data savvy. You are adept in the use of Salesforce, or a similar CRM, including creating and streamlining development reports.



- Education & experience. You hold a bachelor's degree, or equivalent work experience, with at least 3 years of experience in fundraising. You have a track record of success securing increasing amounts of funding from institutional funders and overseeing the full grant cycle.
- Inclusive. You work effectively with people regardless of their race, gender, age, sexual orientation, ethnicity, religion, ability, job type—or any other factor that makes us unique!

Compensation

Compensation commensurate with experience. Enroot offers a comprehensive benefits package and a generous paid time off policy, including 15 paid vacation days (20 after the first 3 years), 10 holidays, 3 personal days, 15 sick days, and a week in December.

How to Join Our Team

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, what draws you to Enroot's mission, and stating how you heard about this opportunity, all in PDF format, addressed to Enroot's Senior Director of Development, Lima James, at ljames@enrooteducation.org.