Department: Administration
Title: Development Specialist - Temporary Part Time Position
FLSA Status: Exempt
Reports to: Director of Development
Salary: $22-$25 hour depending on experience

Purpose:
The Development Specialist supports the work of the Director of Development by coordinating and implementing the procedures, proposals, and projects necessary to develop new resources and sustain the current resources that enable CES to fulfill its mission and make progress towards strategic goals and objectives. The Development Specialist supports the day to day operations and implements the project management of our growing portfolio of development work.

Essential Functions:

- Track relevant Requests for Responses and Requests for Proposals in the COMMBUYS, DESE, and USDOE/Grants.gov systems, organizing the application materials and tracking due dates and materials in designated CES information management and project management systems.
- Track, download, and organize other potential and relevant funding opportunities.
- Implement and improve systems and timelines for the timely and accurate entry of all Development information into Salesforce, including contacts, grant records, and donations.
- Complete high-quality data entry into Salesforce and other databases and/or manage administrative support staff members’ data entry as required.
- Assist the Director of Development in conducting research on funding prospects and possible donors, and on educational needs in targeted strategic and emerging areas of growth. This may include research on private foundations and new donor prospects in our region, both online, via correspondence, and in personal meetings.
- Assist with the project management of applications and proposals in process, and coordinate communications and deliverables for all needed inputs from departments, program staff, finance, or external partners to ensure quality and timeliness.
• As needed, research costs and other budget inputs from CES or subcontracted partners, in coordination with the Business Office.

• Assist in the preparation of funding applications, including research, proposal proofing, organizing attachments for applications, organizing forms and attachments, and uploading final submissions approved by the Director of Development.

• Assist/support organization of site visits, materials preparation for both outside and on site meetings and presentations, and the planning and developing of events and recognition for partners or donors in collaboration with Marketing and Communications.

• As needed, assist the Director of Development and designated Research and Evaluation staff on research projects tracking district and student data related to the needs of underserved students, students of color, immigrant students and other areas of educational need.

• Support convening meetings, sending meeting invitations, preparing meeting materials, and documenting findings and meeting minutes.

• Communicate effectively on behalf of CES with funders, partners, clients and CES department and program staff.

Qualifications:

• Bachelors Degree or 5+ years experience in education/non-profit fundraising, or related experience.

• Two years of experience with private, federal, and state grants applications and grants management.

• Two years of experience supporting funding applications and development.

• Experience with budget development and financial systems.

• Demonstrated competency with online systems, Google Apps, databases and project management.

• Commitment to supporting CES as a social justice and equity organization serving a multi-racial and multi-ethnic student and family population.

• Experience in and knowledge of PK-12 or higher education and/or the non-profit sector.

• Experience conducting online fund development research.

• Interest and experience with the issues of students living in poverty, English Learners, Special Education students and/or the issues of poverty, different abilities, and survivors of trauma.
Skills:

- Ability to establish and maintain cooperative relationships with co-workers, supervisors, and leaders.
- Demonstrated initiative, a high level of energy, and enthusiasm required.
- Computer operation and other office productivity equipment, including a copy machine and printer.
- Demonstrated success in communication skills, both written and oral.
- Ability to address administrative issues and develop effective courses of action.
- Flexibility to support needed meetings, events, and grant submissions.
- Highly organized in a deadline-driven environment.

We encourage candidates who do not meet the qualifications stated above, to put in writing, as part of their cover letter, precisely how their background and practice have prepared them with the equivalent combination of education, training and practice required for the responsibilities of this position.

Working Conditions:

- Ability to handle interruptions and maintain productivity including in a shared office
- Ability to operate and troubleshoot office equipment including a personal computer, printer and multipurpose copy machines
- Need to work both independently and collaboratively

Terms of Employment:

- Anticipated 6-8 month temporary assignment
- 12 weeks of work scheduled for 20 hours (negotiable)
- Possible extension of assignment through June 30, 2020

CES is an equal opportunity employer and is particularly interested in candidates from a diverse range of backgrounds. We are especially interested in candidates whose backgrounds are well-suited to understanding and addressing the needs of the diverse student population we serve.