



Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires underserved students to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background. SVEF has an established legacy of providing proven STEM programs and being profoundly committed to empowering students to graduate high school, career and college ready. The impact of our work is evident in our strong partnerships with districts and donors in closing the achievement gap and the creation of a workforce that has the skills to meet 21st century needs.

### **Position: Development Manager**

The Development Manager takes the lead for SVEF on providing coherent, organized and compelling proposals that apply knowledge of fundraising methods and plans to reach income goals. Reporting directly to the Chief Development and Innovation Officer, the Development Manager will collaborate with SVEF team members to lead fundraising projects, and develop relationships with key stakeholders.

This is an exciting opportunity for an experienced professional to work in close partnership with a dynamic Director. This position plays a critical role in our organization and will be engaged with a mission-driven highly achieving team.

### **Major Duties/Responsibilities**

- Developing relationships and collaborating with key stakeholders.
- Maintaining proficient knowledge of organization's history and programs.
- Identifying grant funding opportunities and collaborating with SVEF teams.
- Writing, submitting and managing grant proposals and reports.
- Managing and maintaining an updated pipeline of grants and information in the Salesforce database.
- Leading and managing fundraising events for SVEF
- Interacting with high-level funders
- Furnishing prospective funders with supporting documents.
- Collaborating with the Development and other team to compile annual report, send funders necessary information, newsletters, and to promote SVEF programs/activities

- Executing the development department's goals, strategy and contributing to creative solutions
- Other tasks as requested

### **Qualifications**

- 5+ years of experience as a professional development manager with experience in all areas of fundraising: including grant writing; campaigns; individual, foundation, government and corporate relationships; events management and major gifts.
- Demonstrated commitment to the mission and core values of SVEF
- Excellent written communication and interpersonal skills to inspire and convey the SVEF story
- Ability to maintain professionalism under pressure with abilities to problem-solve, anticipate change and react efficiently with challenging deadlines and priorities
- Strong organizational, project management and problem-solving skills with multi-tasking abilities
- Works well independently but also works collaboratively with a willingness to learn and evidence of a strong work ethic as part of a team.
- Demonstrated proactive and creative analytical skills.
- Business, nonprofit and sales experience preferred
- Excel, PowerPoint, Google Docs, and Salesforce proficiency

Currently available to work remotely during COVID19.

### **Preferred Start Date and Salary Parameters**

Position available immediately, SVEF offers a very competitive salary and benefits for the Bay Area commensurate with experience.

### **Application Process**

Must send a cover letter and resume to [rosemary@svefoundation.org](mailto:rosemary@svefoundation.org).