



Development Operations Manager

About The Fishing School: The Fishing School (TFS), founded in 1990, is an out of school time organization working with under-served youth and their parents in Washington, DC. Through out-of-school time programming, TFS provides academic instruction, tutoring, homework assistance, life skills training, recreation, and cultural enrichment. The philosophy of TFS is inspired by the adage, *“If you give a man a fish, you will feed him for a day. Teach him how to fish, and he will feed himself for a lifetime.”* For more information, please visit www.fishingschool.org.

About the Position: The Fishing School is currently seeking a driven, passionate, creative and skilled development professional. The Development Operations Manager will partner with the Director of Development & Communications to raise the organization’s annual budget of \$1.7 million. The Development Operations Manager reports to the Director of Development & Communications, and works closely with the ED, board of directors, senior managers, funders, program staff, and other key stakeholders.

Primary Responsibilities:

- Assist with revenue projections, tracking, and reconciliation.
- Research new funding prospects, funding trends, and industry developments.
- Coordinate researching and developing diversified fundraising strategies to meet defined financial goals.
- Lead grant-writing team by managing and tracking grant, proposal, and report deadlines.
- Prepare, submit, and manage grant proposals for government, foundation, and corporate support; work with senior management team to develop strategy and approach for each grant; collaborate with the Operations Department to prepare grant budgets; prepare funder reports.
- In collaboration with the Director of Development & Communications, develop and manage cultivation plans for current and future funders; schedule funder site visits; respond to funder requests for information regarding proposals; ensure that the grants process (seeking, acquisition, management and closure) is followed.
- Coordinate the organization’s special events, including logistics and solicitation of corporate sponsorships.
- Manage all data systems, grant files, and donor records.
- Oversee the management, accountability, and reporting of all donor information; ensure that donors' records are up-to-date and secure in Raiser’s Edge.
- Increase use and impact of Raiser’s Edge.
- Support the management of Executive Director’s development calendar, scheduling and preparing meetings and donor site visits.

- Execute accounts receivable process.

Preferred candidates will have:

- Bachelor's degree
- Strong organizational and administrative skills
- Prior experience in the fundraising profession, particularly in a development office.
- Excellent oral and written communication skills with previous experience writing successful proposals, grant applications, and grant reports, and in delivering presentations to groups of various sizes.
- Ability to work as a self-starter with minimal guidance.
- Proficiency in Microsoft Word, Excel, PowerPoint, InDesign, and experience with Raiser's Edge or similar donor database software.

Qualifications:

- **Development/Fundraising:** Proven success in development for a nonprofit organization.
- **Project Leadership:** Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers/board of directors.
- **Entrepreneurial Spirit:** Takes initiative and actively seeks to deepen current donor relationships and to forge new ones.
- **Communications:** Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences.
- **Influence:** Gets others to accept ideas by using convincing arguments, creating win-win situations, and effectively responding to key stakeholders.
- **Collaboration:** Effectively works with others to reach common goals and objectives.
- **Relationship Building:** Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally.

How to Apply: Interested applicants must submit a cover letter outlining their interest in the position, a current resume, a salary history for your last three positions, and two writing samples to jobs@fishingschool.org. No phone calls please.