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## Development Manager

### Job Description

Education Resource Strategies, Inc. has a successful history of securing broad, diversified support from both national funders and local funders in the cities in which we work. As we grow, we will need to be more strategic and systematic about projecting our funding needs, cultivating relationships with potential funders, and strengthening the relationships with our current funders. To date we have not had a position dedicated to development. This position offers the opportunity to help define our funding strategy and create an effective development function from the ground up.

The ideal candidate combines a track record of building relationships with funders, strong strategic and communications skills and a passion for education.

### Responsibilities:

- Understand the current funder landscape including federal policy and funding sources
- Support the ERS Executive and Managing Directors in identifying and cultivating potential funder relationships
- Support ERS leadership in developing new proposals
- Define and managing a process for ongoing funder communication and relationship building
- Develop messages and communications materials
- Write grant proposals and reports including working with ERS leadership and finance to develop accurate and realistic grant budgets
- Manage the grant administration process to include all relevant parties including working with finance on grant reporting and compliance
- Develop and implement strategies to increase funding beyond current levels

This position is a unique opportunity for an experienced professional to leverage their skills in development, strategy and relationship building to help us take our organization to the next level of impact. ERS is a collaborative organization that is driving transformational change in public education, with a strong professional learning community. As such, we place teamwork, initiative, and a desire to learn and grow at a premium.

### Qualifications:

- Bachelor's degree required.
- Experience in grant writing for large (> \$1 million, multiyear) grants and funder relationships for national foundations.
- Experience in grant writing and proposal development with Federal agencies a plus.
- Interest and experience with education policy a plus.
- Excellent oral and written communication skills, including the ability to synthesize complex material and effectively communicate ERS' mission and impact to our target audience.
- Strong knowledge of Microsoft Office Suite: Outlook, Excel, PowerPoint, and Word required. Microsoft Access and SQL preferred.
- Broad understanding of and willingness to stay abreast of new research in the education sector.
- Superior organizational skills, interpersonal skills, flexibility, and the ability to prioritize and handle multiple tasks effectively and efficiently.
- Demonstrated passion for and commitment to ERS' mission exemplified through work experience, leadership opportunities, or community involvement. Experience in education reform a plus but a passion for improving urban education systems is required.

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## About Education Resource Strategies

Education Resource Strategies (ERS) is a non-profit strategy consulting firm dedicated to transforming how urban school systems organize resources—people, time, technology, and money—so that every school succeeds for every student.

ERS is the only organization with nearly 10 years of experience working with the largest urban school systems in the country on strategic resource allocation. We have worked hand-in-hand with more than 20 school systems nationwide, including 16 of the 100 largest urban districts, on topics such as teacher compensation and career path, funding equity, school design, central office support, and budget development. We also share research and practical tools based on our extensive dataset, and we collaborate with others to create the conditions for change in education.

In all of our work, we focus on the larger picture—how resources work together to create high-performing systems. Our non-profit status enables a different kind of partnership with districts and states: one where we participate in the transformation struggle, create insights together, and share lessons with others. Please visit our website to learn more about our work, our impact, our team, and our core values: [www.erstrategies.org](http://www.erstrategies.org).

## Benefits of Working at ERS

- **Opportunity for impact:** ERS works with some of the largest, most influential and innovative districts in the country to truly transform their practices. Your work will change the lives of thousands of students.
- **Entrepreneurial spirit:** As a small organization, we are continuously improving, and we encourage innovative ideas, honest feedback, and constant learning.
- **Collaborative work environment:** We do most of our work in teams. We bring our collective wisdom and expertise to everything we do, often tapping the expertise and leadership of colleagues across the organization.
- **Healthy work/life balance:** We support every member of the ERS team in integrating meaningful work and professional growth with a health personal life throughout his or her career.

## Contact Us

Interested in joining the ERS team? Please submit your resume and thoughtful cover letter to: [careers@erstrategies.org](mailto:careers@erstrategies.org).