

MANAGER, DEVELOPMENT OPERATIONS & ANALYTICS



LOCATION: FLEXIBLE (NEW ENGLAND, HOUSTON, OR BAY AREA PREFERRED)

SALARY: \$70,000 - \$100,000

THE ROLE IN A SENTENCE

Reporting to the Chief Development Officer (CDO), the Manager of Development Operations & Analytics will help evolve our development operations to meet the demands of our growing organization.

ROLE OVERVIEW

Salesforce Data Integrity, Reporting, and Optimization (35%)

- Lead Latinos for Education's Salesforce development optimization, including building new tools and implementing underutilized features
- Support staff in leveraging Salesforce as primary tool to manage cultivation and stewardship activities for development relationships, as well as tracking progress to revenue goals
- Ensure Salesforce database integrity via: ongoing audits, mass updates, data enrichment projects, best practice and data definition work as needed
- Maintain National and Regional development dashboards and reports
- Analyze funding data to inform forecasting, revenue target-setting, and trends
- Partner with CDO to create fundraising team portfolios
- Collaborate with the programs and advocacy teams to create semi-annual data tool for development

Grants Management (25%)

- Support with grants management and systems, including preparing attachments and working with finance teams to create budgets for proposal and reports
- Ensure proper tracking of grant deliverables in Salesforce, including proposals, reports, and grant milestones
- Support with producing proposals and LOIs as needed

Development Operations & Administration (20%)

- Work closely with CDO in creating and implementing development operation procedures, policies and strategies
- Participate in moves management conversations with regional and national portfolio owners
- Collaborate with Marketing & Communications team on donor stewardship work
- Lead L4E's gift processing, acknowledgement, and tracking
- Track relationships and engagement in Salesforce
- Provide top-notch customer service while responding to requests across the fundraising team
- Partner with CDO to build a culture of philanthropy across Latinos for Education
- Support the development team with special projects as assigned by the CDO
- Conduct monthly prospecting work for national and regional markets

Events Management (10%)

- Support the CDO and her team in the execution of the State of Latino Education Equity Champions Convening (annual convening)
- Support with the execution of other small-scale fundraising events as needed

General Management (10%)

- Participate in team meetings, retreats, and learning opportunities
- Help build a positive organizational culture and embody Latinos for Education core values

OUR ORGANIZATION

Mission: Develop, place and connect essential Latino leadership in the education sector, while mobilizing Latino voices to promote practices and policies that remove barriers to equitable educational opportunity.

Core Values:

- Lead From Our Identity
- Work Con Ganas
- Agitate When Necessary
- Bridge Across Cultures
- Rise As A Collective

Fast Facts:

- Founded in Boston in 2016, Launched in Houston in 2019
- Organization budget of \$6M
- 21 team members across the country
- Benefits: 401k match, flexible PTO, 12 weeks of paid parental leave, health/dental/vision/life insurance, competitive compensation

OUR PERSON

Required:

- Steadfast belief in our mission and vision
- 3+ years of professional experience and 1+ years experience managing a CMS platform, preferably Salesforce
- Detail-oriented project management skills
- Ability to analyze data to drive decision-making
- Adaptable team-player willing to build in a start-up environment
- Excellent internal and external relationship-building and interpersonal skills

Preferred:

- Experience working for an education nonprofit, school district, or school
- Knowledge of donor life cycle and utilization of Salesforce database to drive moves management practices

Interested in joining our team? [APPLY HERE](#)

