



International Association for K-12 Online Learning

Position Opening: Development Manager

GENERAL SUMMARY

The International Association for K-12 Online Learning (iNACOL) is a growing not-for-profit, 501(c)(3) membership association focused on K-12 online learning. iNACOL is seeking a manager to lead our fundraising efforts by obtaining and managing grants from philanthropic organizations and other sources.

ESSENTIAL DUTIES & RESPONSIBILITIES

Working with CEO, design and implement a plan to obtain the necessary philanthropic funding to support iNACOL's strategic plan. Update the plan on a regular basis as needed.

Meet with representatives from philanthropic organizations, both individually and with CEO to cultivate funding opportunities.

Writing grant proposals and concept papers. Serve as lead author and point of contact for the development of funding concept papers and grant proposals.

For grants received, serve as grants manager, monitoring progress in achieving milestones, goals, and objectives and submitting required progress and final reports.

Identifies and monitors foundation funding opportunities.

Maintain general knowledge and awareness of the K-12 online and blended learning field required for maintaining relationships with philanthropic partners.

The Development Manager:

- Creates and updates the organization's philanthropic fundraising plan.
- Cultivates and maintains relationships with philanthropic partners.
- Understands philanthropic partners and grant makers portfolios and strategies.
- Writes funding and grant proposals.
- Maintains information about all current and potential donors.
- Manages grant projects and monitors the implementation of grants received.
- Prepares all required grant reports.

- Creates reports as needed related to fundraising efforts for donors, staff, board, and membership.

Qualifications:

- Minimum of 5 years development experience; strong preference for previous experience in working with grant makers in education and educational foundations.
- Experience working for a non-profit desirable.
- Experience writing successful grant proposals for private philanthropy and foundations.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills and ability to work with a wide variety of people.
- Demonstrated record of accomplishment in meeting fundraising goals.
- Self-starter and highly motivated; ability to be successful and accomplish goals with minimal supervision.
- Quick learner.
- Strong professional standards; highest ethical behavior.
- Existing knowledge and experience in the field of K-12 online learning desirable.
- Willingness and availability to travel.
- Bachelor's degree required; Master's degree preferred.
- Basic computer skills.

The ideal candidate will have a strong background in educational philanthropic fundraising with knowledge of online learning as a disruptive innovation.

ORGANIZATIONAL RELATIONSHIPS

The Development Manager reports to the CEO and works closely with entire staff.

COMPENSATION

Salary is commensurate with experience. Please send salary history and references with inquiry letter and resume. This non-profit position features the opportunity to telecommute and work virtually. iNACOL is located in the Washington, DC metropolitan area in Vienna, Virginia. This position is full-time.

TO APPLY

If you are passionate about improving educational opportunities for all K-12 students and have the skills outlined above, please email your resume to MrsFordice@gmail.com along with a cover letter, salary history for 5 years and at least 3 references. Deadline to apply: February 17, 2012 at 5:00 p.m. eastern.

This non-profit is an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.