



**Title:** Fundraising Manager

**Organization:** Stamford Public Education Foundation (SPEF)

**Location:** Stamford, CT

**Assignment:** Hybrid

**Employment type:** Full-time, Exempt

**Compensation:** \$60,000 - \$75,000/year

**Reporting to:** Chief Development and Communications Officer (CDCO)

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### **Position Summary**

SPEF's Fundraising Manager will play an instrumental role in securing funding, managing donors, and planning and executing events for the organization. Working together with the CDCO, the Fundraising Manager will track, write and submit grant applications for SPEF's current list of funders. The Manager will identify and research potential grants, compile and create narrative, and assemble/submit all required grant materials. The Manager will work collaboratively to plan and execute fundraising campaigns, events, and marketing initiatives to support SPEF's mission and programming.

### **Responsibilities**

#### ***Grants***

- Conduct grant research and work with the development team to evaluate foundation, corporate, federal/state, and individual grant prospects
- Manage the full grant cycle for all grant submissions, including LOI, proposals, grant writing and compiling, gathering related documentation, tracking, and reporting

#### ***Fundraising and Events***

- Be the team lead for planning and organizing fundraising events including SPEF's signature Excellence in Education Awards and MarcUS for Change 5K Walk & Run.
- Solicit and manage sponsors for fundraising events.
- Coordinate the Annual Giving Campaign, including the end-of-year Annual Appeal
- Coordinate online giving campaigns (Giving Tuesday, FCCF Giving Day, Facebook Giving, etc.)
- Work collaboratively with staff and board to develop fundraising strategies and campaigns



### ***Donor and Contact Management***

- Maintain up-to-date contact lists and manage donor profiles in SPEF's database
- Optimize the use of the fundraising and donor management software to produce acknowledgement letters, track potential and current donors, produce reports, and communicate via email and postal mail
- Maintain and track corporate employee matching gifts (Double the Donation tool and charitable giving portals)

### ***Volunteer, Marketing, and Communications Support***

- Manage agency accreditations through charity assessment organizations such as Charity Navigator and Candid
- Contribute to newsletters (internal, *Roaring Times* / external, *The Bridge*)
- Cultivate prospective donors through attending community events, managing "day of service" programs for corporate partners' volunteers, etc.

### ***Misc.***

- Attend monthly Board of Directors Fundraising meetings
- Assist the CDCO and leadership team to advance the organization's development and partnerships work
- Other duties, as assigned

### **Required Skills/Abilities**

- Three or more years of experience in grant writing, donor management, and/or managing fundraising events
- Excellent written communication/grammar skills
- Strong attention to detail
- As an ambassador for SPEF's mission, represent SPEF professionally online and in person
- Enjoy working collaboratively with teammates and a diverse set of partners and stakeholders
- Simultaneously navigate a variety of projects and complex tasks to meet deadlines
- Be self-directed, take initiative, and display tenacious follow-through
- Exhibit passion, idealism, and integrity
- Seek opportunities to grow as a professional and strengthen the organization's work
- Proficiency in Microsoft Office 360: Word, PowerPoint, Excel
- Experience with non-profit fundraising and donor management software a plus

### **Education and Experience**

- Bachelor's degree in communications, English, or a related field, preferred

### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.



## **About SPEF**

Founded in 1996, the Stamford Public Education Foundation (SPEF) is a registered 501(c)3 non-profit organization focused on elevating student success by delivering educational programs and solutions that promote equitable access to quality public education in Stamford. In pursuit of this mission, SPEF focuses on delivering programs and resources to Stamford's public schools' students in three areas:

- College and Career Readiness
- Family Engagement
- Kindergarten Readiness

Programming includes tutoring, mentoring, book distributions, parent leadership training, Pre-K experiences, and more.

As an organization, SPEF envisions a community in which every student is prepared and inspired to thrive. Further:

- We believe all students have the right to benefit equally from a quality public education.
- We believe SPEF has a responsibility to eliminate barriers that hinder students' success.
- We believe SPEF has strategic relationships and unique insight to support students in their pursuit of happiness.

If you believe as we do, please consider joining our team!

## **DEI Value Statement**

SPEF is committed to policies and procedures that further promote diversity, equity, and inclusion in all facets of its operations. The commitment to diversity, equity, and inclusion is an acknowledgment that our organization's success is linked to obtaining equitable representation at all levels of the organization and that our mission's success is only achieved through continuous investments in diversity, equity, and inclusion.

## **Equal Opportunity Employer**

SPEF is an equal opportunity employer, in compliance with state and federal statutes, we prohibit any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, status as a veteran, or status in any group protected by state or local law where we operate.

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## **To Apply**

Interested candidates should send a cover letter and resume to Lynn Tusa, Chief Development and Communications Officer, [ltusa@spefct.org](mailto:ltusa@spefct.org). Please include "Fundraising Manager" in the subject.

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