

## POSITION ANNOUNCEMENT: DEVELOPMENT MANAGER

### OVERVIEW OF LEARN4LIFE

[Learn4Life](#) (L4L), the Metro Atlanta Regional Education Partnership, is composed of school districts, communities, businesses, and nonprofits. Driven by our shared belief that all children deserve the opportunity to reach their potential, we use data to identify best practices at key milestones in a student's education. We then work with our partners to scale these solutions, addressing academic achievement and workforce readiness for 600,000 students in metro Atlanta. L4L is housed within the Community Foundation for Greater Atlanta, which serves as this partnership's backbone and manages many of L4L's back office functions.

### DEVELOPMENT MANAGER

**JOB SUMMARY:** The Development Manager (DM) will play a pivotal role in building the long-term sustainability of L4L. The DM will report to the Executive Director and be directly responsible for cultivation of resources necessary to operate the partnership.

### ESSENTIAL COMPETENCIES & FUNCTIONS

1. **RESOURCE DEVELOPMENT (percentage of time 50%):** identify and secure resources to diversify L4L's funding base.
  - a. Analyze landscape for funding opportunities
  - b. Build and steward funding relationships
  - c. Represent L4L, both verbally and written, in a variety of settings
  - d. Write grants and other fundraising solicitations
  - e. Manage grant timelines for grant reporting
  - f. Manage Salesforce data entry and report creation to guide cultivation efforts
2. **COMMUNICATIONS (percentage of time 25%):** ensure key messages from the work of L4L are distributed to appropriate audiences.
  - a. Develop and implement overall L4L communication strategy
  - b. Support implementation of [Literacy and Justice For All](#) communications strategy
  - c. Identify opportunities for L4L thought leadership
  - d. Manage L4L website
  - e. Manage L4L blog timeline and content (internal and external blogs)
  - f. Manage social media messaging including Twitter, LinkedIn and Facebook
3. **ANNUAL EVENT MANAGEMENT (percentage of time 10%):** L4L shares the State of Education each year to a variety of stakeholders in a formal presentation.
  - a. Assist team in building out key content for [annual report](#)
  - b. Assist team in hosting regional annual event
  - c. Manage annual event marketing
4. **L4L CAPACITY BUILDING (percentage of time 15%):** L4L is an entrepreneurial environment. An ideal candidate will be able to multitask and perform other duties as assigned. Responsibilities include:

- a. Co-planning and co-facilitating Change Action Network working groups by implementing the principles of collective impact and results-based facilitation
- b. Supporting the Executive Director in executing the vision, mission, and strategic goals for L4L

### **Experience & Skills**

6+ years of professional experience related to the duties and responsibilities outlined in this profile. Demonstrated prior development success is critical. Among other assets of interest, L4L will be attracted to leaders who embody the following:

- Flexible, resourceful, creative self-starter able to prioritize and manage multiple tasks and competing priorities
- Excellent written and oral communication skills; ability to distill and explain complex information, data and technical details to a variety of audiences and partners
- Strong interpersonal skills, and an ability to work with a variety of community, public and private sector partners
- Ability to leverage key social media platforms and communication tools such as Salesforce and Mailchimp is helpful. Experience with Microsoft Office Suite including Outlook, Excel, PowerPoint and Word is also desirable.
- Demonstrated project management and organizational skills

### **Join L4L**

L4L's team works in a hybrid environment, with some in-person days in Atlanta.

*The anticipated salary for this role is \$75,000 - \$85,000.*

If you are ready to join a small but mighty nonprofit organization dedicated to bringing about more [equitable outcomes](#) for all students, please send a cover letter and resume to [info@L4LMetroAtlanta.org](mailto:info@L4LMetroAtlanta.org). The position will remain open until filled.