



## **POSITION: Development and Operations Manager**

### **ABOUT THE ORGANIZATION:**

Let's Get Ready is an innovative, growing nonprofit that provides high school students from communities historically underrepresented in college with free SAT preparation, admissions counseling, and other support services needed to gain admission to and graduate from college. In collaboration with colleges, high schools, and community organizations, Let's Get Ready (LGR) has grown to serve roughly 9,000 high school and college students annually through more than 80 programs from Philadelphia to Maine. With a \$3.5 million budget and a staff of 28, Let's Get Ready operates out of its headquarters in NYC and a regional office in Boston. LGR plans to double the number of students served over the next three years, and is focused on significantly increasing revenues and awareness necessary to support this future growth.

LGR uses a unique near-peer model that is proven to connect with students from low-income and first-generation college-going backgrounds. LGR engages and trains college student volunteer Coaches to deliver services. Some Coaches are from the communities we serve; all have recently gone through the college admission, financial aid, and matriculation processes. From this vantage point, they can connect with high school students and impact them deeply, offering encouragement, inspiration, and guidance that delivers tremendous results. LGR then supports their transition and ultimate success, leveraging the near-peer model throughout the college experience by pairing students with more senior college students who can help them adjust, adapt, and succeed through to graduation. LGR students are extraordinarily successful, graduating at 5 times the national average for students from low-income backgrounds.

### **ABOUT THE POSITION:**

The Development and Operations Manager carries out fundraising operations and administrative duties to support Let's Get Ready's staff and programs. This is an exciting, entry-level opportunity for someone interested in operations and development and passionate about college access.

#### **Development Operations (50%)**

- Supervise and maintain donor database and development dashboard for organization
  - Enter donations in database and generate donor acknowledgement letters
  - Track and reconcile online donations, and maintain online donation portal
  - Conduct monthly financial reconciliation of all gifts
  - Process and record special gifts (matching, stock, etc.)
- Board Support
  - Maintain contact lists and stationery for Board of Directors, NY Advisory Board, New England Advisory Board, Maine Council
  - Provide Board meeting support
    - RSVPs
    - Logistics

- Preparation of materials
  - Take minutes for NYAB
- Gift Solicitation
  - Manage annual direct appeal distribution and processing

### **Events Support (15%)**

- Annual Gala
  - Collaborate with special events consultant to manage logistics
  - Manage pre- and post-event communications with donors
- Coordinate LGR's Professional Network; cultivate positive relationships with members and coordinate Professional Network-related events
- Manage logistics and invites for supporter engagement opportunities (Career Day, Exec Tour, Friendraisers, etc.)
- Support with additional projects, including Grad Bag

### **Marketing (15%)**

- Maintain and update LGR website
- Coordinate updates of LGR printed marketing materials
- Assist with monitoring and updates of social media accounts
- Order and maintain branded supplies for LGR
- Media monitoring: monitor publications for news about LGR, peer organizations, industry

### **Administrative (20%)**

- Executive Support
  - Lead calendar for CEO
    - Log meetings and assist with thank you messages
    - Maintain contact database and updates
  - Support for scheduling and materials preparation for internal meetings support
  - Materials preparation for external meetings
  - Research and prepare dossiers for meetings with potential donors and partners
- Team Support
  - Support employee onboarding/exit
  - Support office culture

### **CANDIDATE REQUIREMENTS:**

The ideal candidate will possess the following qualifications:

- A genuine passion for, knowledge of, and commitment to LGR's mission
- Belief that a diverse, equitable, and inclusive environment will produce the greatest impact for LGR's students; demonstrated ability to build respectful, productive relationships with team members and communities of diverse backgrounds and viewpoints
- Excellent writing, editing, and proofreading skills
- Exceptional attention to detail
- Project management skills and ability to adapt to shifting priorities
- Ability to work independently and take initiative in a deadline-driven environment

- Persistence and excellent follow through
- Passion and ability to build relationships with internal and external collaborators
- Excellent customer service skills, with ability to handle challenges in courteous and friendly manner
- Proficiency in Microsoft Office (Excel, PowerPoint, Word)
- Experience with web publishing and graphic design software is a plus
- Experience with Salesforce, Raiser's Edge or other fundraising database is a plus
- Bachelor's degree required

**LOCATION:**

New York City

**QUALIFIED INDIVIDUALS, PLEASE APPLY:**

Please send resume and cover to letter to [careers@letsgetready.org](mailto:careers@letsgetready.org), noting "Development Manager" in the subject line. In your cover letter, please describe your interest in this position and provide your personal pronouns.

*Let's Get Ready is an equal opportunity employer and encourages candidates from diverse backgrounds, particularly those that represent the students we serve, to apply.*