

**POSITION**: Development Operations Manager

**ABOUT THE ORGANIZATION:**

Let’s Get Ready (LGR) envisions a future when students from all socioeconomic backgrounds have the support they need to attain a college education. Through an innovative program model that stands apart from other college access and success programs, LGR serves more than 14,000 students annually from Philadelphia to Maine, and engages more than 150college students as paid near-peer coaches, most of whom are former participants in the program. There is no nomination process or academic requirements for participation in Let’s Get Ready programs. Any student who expresses interest is eligible for services, with students from low-income backgrounds or who are first-generation-to-college given priority. Overall, 89% of LGR students are students of color, 80% are eligible for free or reduced price lunch, and 71% are the first in their family to attend college. All components of the organization’s programs are designed with this population and the requisite cultural competence in mind.

To learn more about LGR’s program model and impact, please see our latest [Impact Report](https://letsgetready.org/wp-content/uploads/2021/04/LGR_FY20-Impact-Report-1.pdf).

Let’s Get Ready has been in operation for nearly 25 years; the organization has an annual budget of $3 million and a staff of 18, who work remotely but have access to office spaces in New York City and Boston. Traditionally we have served students in our Northeast footprint - from Pennsylvania to Maine - but with the recent pivot toward a fully virtual program model we now serve students in 22 states across the country. We have just launched a Strategic Plan outlining a roadmap for growth and impact, including significant increases in students served and growing the team of full-time staff to 29. We aim to serve 25,000 students annually by 2025, which will almost double the number of students served on an annual basis. These increases will include students in our existing hubs: Greater Boston, New York City, and Philadelphia, as well as significant growth in students from rural communities, and other geographies across the country. We are simultaneously focused on increasing the revenue, visibility and focus on values necessary to support this future growth.

For more information, visit [www.letsgetready.org](http://www.letsgetready.org/)

**ABOUT THE POSITION:**

The Development Operations Manager carries out fundraising operations and administrative duties to support Let’s Get Ready’s staff and programs.

**National Development Operations (60%)**

* Gift Processing
  + Manage gift processing and procedures for organization
  + Enter donations in database and generate donor acknowledgement letters
  + Track and reconcile online donations and maintain online donation portals to support direct and peer-to-peer fundraising
  + Work closely with finance team to conduct monthly financial reconciliation of all gifts
  + Process and record special gifts (matching, stock, etc.)
  + Prepare and distribute daily receipt of gifts report to fundraising team
  + Maintain and update gift acceptance policies and procedures
* Database Administration
  + Manage and maintain donor database and development dashboard for organization
  + Routinely audit the donor database for duplicates and other data quality metrics
  + Assist with training development staff on Salesforce and implementing best practices
  + Create and maintain tracking reports and dashboards for fundraising team, both standardized and for special data requests
* Donor Relations and Solicitation
  + Serve as the main point of contact for general development inquiries by phone, mail, and email. Make appropriate referrals and respond in a timely manner to all requests
* Development Resources
  + Organize and manage the development shared drive and other shared resources
  + Support grants management and prospect research as needed, including maintaining grants calendar

**Communications, Events, and Campaign Support (40%)**

* Support development team - especially the associate director of marketing and communications:
  + Create and execute social media posts; track engagement and analytics
  + Keep website up-to-date
  + Manage annual fund initiatives such as direct mail and online campaigns; including mailing lists, distribution, and processing
* Support preparation and execution of virtual and in-person donor engagement events and opportunities as needed
* Order and maintain branded supplies for LGR
* Board Support
  + Maintain contact lists, stationery, and google drive for Board of Directors, New England Advisory Board, and Associates Council

**CANDIDATE REQUIREMENTS:**

The ideal candidate will possess the following qualifications:

* A genuine passion for, knowledge of, and commitment to LGR’s mission
* Alignment with [LGR’s organizational values](https://letsgetready.org/careers/)
* 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
* 2+ years of related work experience, with a preference for experience in education / youth development / college access and success
* Highly tech savvy
* Exceptional attention to detail
* Ability to work independently and take initiative; persistence and excellent follow through
* Team player with ability to collaborate effectively with colleagues in other locations
* Passion to build relationships with internal and external collaborators
* Proficiency in Microsoft Office (Excel, PowerPoint, Word)
* Experience with Salesforce or other fundraising database preferred
* Experience with various social media platforms, web publishing, and graphic design software is a plus
* Bachelor’s degree preferred

**LOCATION:**

Preference for NYC or Boston, but candidates outside LGR’s geographic footprint will be considered.

**COMPENSATION AND BENEFITS:**

$45K-$48K with excellent benefits and a flexible working environment. Salary commensurate with experience.

**QUALIFIED INDIVIDUALS, PLEASE APPLY:**

Please send resume and cover letter to careers@letsgetready.org, noting “Development Operations Manager” in the subject line. Please include your gender pronouns and tell us how you learned about this role.

*Let’s Get Ready is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We especially encourage applications from candidates who represent the communities we serve.*