

**“I HAVE A DREAM” FOUNDATION®**  
**JOB OPENING: DEVELOPMENT MANAGER**

**Start Date:** Immediately

**Employment Type:** Full Time Position

**Location:** National Office

**Reports to:** President & CEO

**Responsibilities**

Key responsibilities include, but are not limited to, the following:

- Maintenance of robust development back-office systems to discover, track, and cultivate both individual and institutional donors
- Researching and prospecting potential donors
- Supporting the development office in preparation for all meetings, events, and campaigns including our large annual benefit dinner every spring/summer with 400+ participants
- Creating or customizing materials for potential funders including but not limited to: PowerPoint presentations, letters, brochures, emails, videos and photographs, online content
- Staying abreast of philanthropic trends to suggest innovative approaches to increasing resources
- Special projects as assigned

**Competencies & Qualifications**

The ideal candidate is extremely organized, detail-oriented, energetic, and:

- Operates with a high level of urgency and personal responsibility for meeting deadlines and for achieving ambitious outcomes;
- Possesses excellent judgment in prioritizing tasks, taking initiative, and engaging others;
- Raiser’s Edge or similar CRM database system experience preferred;
- Fluency in full MS Office Suite required;
- Must be flexible and able to manage multiple priorities simultaneously and independently;
- Has very strong written and verbal communications skills;
- Has excellent relationship building skills and is able to interact effectively with a wide range of people including senior leaders, executives, alumni and Dreamers;
- Has the highest level of discretion in dealing with confidential and otherwise sensitive matters;
- Thrives in an achievement oriented, entrepreneurial, and fast paced environment; and
- Is passionate about expanding educational opportunities for all children in our country
- Some travel may be required
- Experience in or knowledge of education, college access, social justice, and events planning is strongly preferred

**About the “I Have A Dream” Foundation**

The “I Have A Dream” Foundation (IHDF) is a leading education nonprofit focused on breaking the cycle of intergenerational poverty through a comprehensive program of support that follows the same group of young people (“Dreamers”) from elementary school all the way through college. Founded in 1981 through the vision of Eugene Lang, IHDF operates in 16 cities and has served over 18,000 Dreamers.

The numbers: 51% of students in U.S. public schools—over 25 Million children—are low-income, and only 9% of low-income students earn a bachelor’s degree, compared to 77% of their high-income peers. 90% of Dreamers complete high school, compared to 70% of their low-income peers, representing an additional \$2.9 Billion in earnings over their lifetimes. Dreamers are over 3 times more likely to earn a bachelor’s degree than their low-income peers. Without this level of support, the cycle of poverty continues: 65% of children whose parents have no more than a high school diploma live in poverty. Now, over 36 years after Eugene M. Lang’s life changing promise, Dreamers have children who are attending college themselves.

Visit [ihaveadreamfoundation.org](http://ihaveadreamfoundation.org) to learn more.

If you are interested in this position, please mail a cover letter and resume to Patricia Gunst at [pgunst@ihaveadreamfoundation.org](mailto:pgunst@ihaveadreamfoundation.org) with the subject line “Development Manager.”