



Development Manager

Show Me KC Schools is a nonprofit organization with a mission to help families make well-informed decisions about their students' education by providing vital information about the school options available. The idea for Show Me KC Schools grew from a group of concerned parents with school-aged children who were committed to living in Kansas City, MO and eager to find the right education for their children in an unusually complicated school landscape. We are a neutral organization (not affiliated with any one school or district) and have grown to offer a variety of programs for Kansas Citians including the only city-wide school fair, school tours, our thriving website, and a common application platform. We're a one-stop shop to help families get started on finding the right school for their children.

Position Summary

The Development Manager will help advance the fundraising and fee for service goals of our organization by providing strategic project and administrative support to the Executive Director and Show Me KC Schools team. This position performs a variety of administrative functions, primarily the planning and coordination of fundraising events, monthly giving campaigns, and supporting fees for service income strategies. Flexibility is a key attribute for this position, including a willingness to take on additional duties to achieve the organization's fundraising goals.

Primary Responsibilities

1. Support in the execution, and maintenance of the grant revenue spreadsheet and a development calendar as directed by the Executive Director.
2. Occasional assistance with grant writing or report preparation, in close conjunction with the Executive Director.
3. Support with development by scheduling and preparation for donor meetings and other related donor contacts.
4. Follow established process to:
 - Compile information from various sources and enter in the existing fundraising calendar.
 - Ensure donor records are up to date and accurate, including updating mailing lists and recording status of communications.
 - Timely reconciliation of all donations with the finance department.
 - Preparation of end of the year donation receipts for tax purposes.
5. Maintain a spreadsheet, including thank you/acknowledgement process, tax letters, and any other communications with funders.
6. Run, maintain and distribute donor and/or activity reports for the Board of Directors' meetings.
7. Attend and participate in Development Committee meetings. Record and distribute minutes; coordinate team tasks and prioritize to meet deadlines.
8. Support preparation of external communications, including but not limited to:
 - Creating and posting stories on applicable platforms, i.e., social media and website, highlighting the impact of programs on at least a monthly basis
 - Posting on all platforms for fundraising events
 - Mass and individual mailings where needed
 - Email Campaigns where needed
 - Assist in production of annual reports
 - Press pitches and releases as related to fundraising events

- Marketing materials – electronic and print as needed
 - Personalized “Thank You” letters
 - Coordination with vendors for printed materials
9. Ensure successful planning and execution of one key fundraising event: Summer Games. Cultivation, and stewardship of this event and all related activities, including but not limited to:
 - Managing the orientation and training of event volunteers.
 - Managing the invitation process.
 - Coordinating with vendors.
 - Tracking sponsorships and gifts.
 - Tracking progress against goals.
 - Generating and circulating report of results.
 - Tracking donations for silent auction and for team prizes
 - Managing team registration
 10. Support with sales of ads for the English and Spanish school guides as needed. This may include tracking, helping to get ads for guides to turn into the graphic designer, invoicing and tracking of payments.
 11. Support the Director of Programs and Events with Show Me Spirit as needed. This may include check preparation and mailing, letters to quarterly kick back recipients, and attend regular meetings in support.
 12. Support the Executive Director in preparation and management of any contract work.
 13. Secure advertisement sales for the SchoolAppKC platform.
 14. Secure advertisement sales for the pop-up window on the Show Me KC Schools website. This also includes getting the ads to the developer and invoicing for the ads.
 15. Secure sales for micro-surveys on the SchoolAppKC platform. Seeking to secure six surveys per year.
 16. Assist Executive Director in compilation of final data for micro surveys.
 17. Run a monthly giving campaign that seeks to generate \$5000 in year one from monthly donors. Seeking to increase this each subsequent year by 10%.
 18. Meet, interact and work cooperatively with staff, board, the public in routine situations which require tact, discretion and courtesy. This includes attendance at weekly staff meetings and quarterly board meetings.
 19. Establish, maintain and monitor accurate, neat and efficient electronic and manual filing systems and use information from those systems to help drive strategies for fundraising.
 20. Handle confidential information with complete security.
 21. Perform other duties as assigned.

Growth:

This position has the potential for expansion. Any candidate for this position would need to be innovative in thought and problem solving as well as willing to absorb additional work as the growth of the position dictates. After one year of employment, there is potential for FTE Status and benefits if this position is successful.

Benefits Include

- Flexible work hours and location

Starting Wage

\$30 per hour firm- 20 hours per week maximum average

Knowledge, Skills, and Abilities we are seeking:

- Bachelor's degree preferred but equivalent work experience is acceptable.
- 5 + years' experience in the education or related field required.
- Passionate about K-12 school opportunities for children and youth in Kansas City
- Demonstrates a high degree of fluency in school choice landscape
- Extremely organized and detailed oriented able to create plans for the transitioning platform
- Highly relational: strong communication skills with exceptional ability to interface with and engage diverse groups of parents, community members and school leaders
- Ability to remain neutral about school options
- Ability to interface with and engage diverse groups of parents, community members and school leaders
- Strong written and oral communication skills
- Ability to handle multiple tasks simultaneously, take on new responsibilities and projects as assigned, and to understand prioritizing urgent need
- Ability to work both independently and as a team. We do not micromanage at Show Me KC Schools. You should be able to work unsupervised and check in weekly with your E.D.
- Highly flexible
- Willingness to work at nights and on weekends, on occasion.
- Must be able to produce and manage data using google docs and excel spreadsheets.
- Highly able to work in a sales environment.
- Must be able to use Canva for social media posting

Application Process

Submit resume and cover letter to Human Resources at apply@showmekcschools.org by June 15th, 2024. For questions, please call, 816-535-0656.

LEARN MORE ABOUT SHOW ME KC SCHOOLS

- Explore Show Me KC Schools Website and Online School Guide [here](#).
- Explore information about SchoolAppKC [here](#).