



Development Coordinator

For nearly 20 years, [Excelencia in Education](#) has been charting a course for innovative, collaborative, and actionable efforts to accelerate Latino student success in higher education throughout the United States. Invoking a unique [confianza](#) approach, *Excelencia* today functions as a facilitator, guide, and catalyst for colleges and universities, large and small, to cultivate the conditions necessary for transformative change that helps more Latino students achieve their aspirations.

The Development Coordinator is a new position that provides support in organizing and executing fundraising efforts for nonprofit grants, contracts, and related development efforts. Reporting to the CEO, the Development Coordinator will assist senior executives in the recruitment and retention of donors, sponsors, grant makers, and corporate supporters. The Development Coordinator must be self-motivated and able to work well in a high-energy environment, and juggle multiple projects simultaneously.

The position is a full-time, exempt position that is based in Washington, D.C. You will work a hybrid schedule, collaborating twice a week on Tuesdays and Wednesdays in our Washington, D.C. office and working from your home office three days a week. For the right candidate, remote may be considered.

Excelencia in Education's mission is to accelerate Latino student success in higher education by promoting Latino student achievement, conducting analyses to inform education policies, advancing evidence-based practices, and collaborating with those committed and ready to close equity gaps in degree completion. *Excelencia* is a fast-paced and quickly evolving nonprofit organization with a small and dynamic team deeply committed to its mission and community.

Responsibilities

- Work with senior executives to conduct and manage the full range of activities required to prepare, submit, and manage grant proposals to foundations within their submission/reporting deadlines.
- Work with senior executives to refine and implement a plan that engages and educates current and prospective funders about *Excelencia*'s strategic priorities.
- Assist in cultivating and fostering effective relationships with current funders and new foundation prospects, in particular, by maintaining ongoing contact and effective working relationships with foundation program officers.
- Support relationships and retention of funders by senior executives through relationship building skills and consistent follow-up.
- Maintain an annual organizational calendar of funder stewardship activities.
- Develop briefing documents for senior executives as needed for funder visits and solicitations.
- Work with finance team to ensure compliance with donor grant agreements and legal requirements.



Qualifications

- Bachelor's degree with professional work experience in development/ fundraising, preferably in a higher education and/or nonprofit environment.
- Strong written and verbal communication skills, including the ability to communicate with clear, structured, articulate, and persuasive prose to compel action.
- Experience organizing competing priorities and meeting deadlines.
- Experience gathering and analyzing prospect and donor data.
- Strong presentation, design, and organizational skills.
- Proficiency with technology, particularly Microsoft products, and related tools.
- Team and results oriented, professional, and high standards of excellence in all deliverables. Able to work both independently and collaboratively.
- Flexible. Open to learning and growing in new ways.

Attributes

- Committed to the organization. With a solid understanding of *Excelencia's* history as your foundation, you are willing to learn and support our vision to advance the work, committed to service and the work.
- Continuous learner. Our work is evolving and the context in which we work is dynamic. You are a continuous learner and ask questions to confirm your understanding of *Excelencia's* strategies. You are also able to identify salient points and use them to enhance the overall work of the organization.
- Collaborative. You will be working with a wide range of external stakeholders and internally across the organization. This requires a flexible style that both complements the efforts and supports the needs of others.
- Persistent and results oriented. You can formalize plans and carry them through to achieve goals. You give strong attention to timely follow-up and follow-through in all activities.
- Communicator. Your communication skills are key to effectively serving *Excelencia's* mission. You have a deep understanding of the *Excelencia* voice, positions, and body of research and can embody this voice and apply this understanding to all communications.
- Flexible. You are comfortable working in a fluid environment and can adjust in both day-to-day and larger-scale activities based on new information and situations.
- Client/customer oriented. Internal and external stakeholders respect you for your knowledge and abilities and find you both approachable and responsive.

What's Attractive to the Right Candidate?

- Our mission. We are building a powerful and wide-sweeping movement to accelerate Latino student success in higher education through institutional transformation, which in turn addresses the U.S. economy's need for a highly educated workforce and civic leadership.
- Impact. This is a pivotal time in our development. You will play an active role in supporting a process to enable more higher education institutions to accelerate Latino student success more intentionally.



- **Growth.** This position gives you an opportunity to capitalize on a strong foundation with a demonstrated capacity to grow while using your skills and experience to build the impact of this initiative and strengthen the organization.
- **Compensation.** We offer a hybrid work model and a competitive compensation plan that includes medical, vision, and dental insurance; paid annual leave, sick leave, and federal holidays; time off between Christmas and New Year's; and a retirement plan with employer contribution.

To Apply

Email talent@edexcelencia.org, referencing the position of "Development Coordinator" in the subject line. Include the following items: (1) a personalized letter describing your interest in and qualifications for this position, (2) a resume, and (3) names and contact information for at least 3 professional references, at least one of them a past or current supervisor.

The budgeted salary range for this position is \$65,000 – \$75,000.