



Job Title: Program and Development Manager

Job Type: Full-time, hybrid (fully remote is possible, but not preferred).

Description: The [Greater Los Angeles Education Foundation](#) (GLA) is the philanthropic, knowledge, and action arm of the Los Angeles County Office of Education (LACOE). The mission of the organization is to advance equity and innovation in education across Los Angeles County. GLA engages diverse problem solvers to address the region's educational equity challenges and to create the opportunity for all students to reach their full potential, with a focus on the most marginalized students and families. GLA's vision is that all students in LA County have educational experiences that address their full needs and allow them to thrive in college, career and life.

GLA is a small and dynamic team, all staff work across programs and projects. This is a growth opportunity for someone interested in the intersection of philanthropy, public service, and public-private partnerships. GLA offers a hybrid work environment, with some in-person meetings and the opportunity to work primarily from home. This position will report to the Director of Development and External Engagement.

Position Summary:

GLA is seeking a Program and Development Manager to support key projects and initiatives, grantmaking, and play a critical role in building fundraising and partnership capacity. This position will work on multiple programs and will be a key support for the Los Angeles Community Impact Hub – an expansion of up to 15 new teen tech centers around Los Angeles County. This project is an initiative of GLA, LACOE and a coalition of national corporations, local funders, non-profits and public agencies. Primary functions will include supporting site identification, partnership cultivation and selection, working with an advisory committee of local leaders, project management, and administrative support.

This position will also play an integral role in general fundraising, program development and management, and communication for the organization. This will include identifying and writing grants, and managing related outcomes and reporting. It will also involve grant-making support, grants management, and public communication and promotion of program outcomes.

Essential Functions:

- Support communication with, and management of Community Impact Hub advisory committee.
- Work closely with GLA team to support Community Impact Hub partners, including coalition of international companies, foundations, non-profits, government partners and elected officials.
- Support partnership management and engagement, including supporting outreach, scheduling meetings, managing deliverables and supporting follow-up communication.
- Refine and implement fundraising strategy, targets and goals.
- Build internal database using Salesforce to track development efforts.
- Use available databases to develop lists of potential funders and relevant characteristics.
- Grant writing, reporting and management.
- Managing additional programs, including grant-making, events, developing RFPs, and grants management.



- Support the RFP process for grantee agencies and program partners.
- Support and manage grantees, funding allocations, reporting, and deliverables.
- Assist with all GLA major releases, campaigns, and events.
- Assist with researching for targeted pitches, developing decks and other ad hoc requests.

Qualifications:

- At least four years of experience working in non-profit or related field.
- Must hold a bachelor's degree; a Master's degree in Public Policy, Education, Social Entrepreneurship or related field preferred.
- Exceptional professional, written, and verbal communication skills are required.
- Experience managing multi-disciplinary and cross industry partnerships (i.e. boards, committees, working coalitions, community engagement, or networks).
- Internet competency and strong computer proficiency, including mastery of social media platforms (i.e., Facebook, Twitter, Instagram, and LinkedIn) and the Microsoft Office software suite.
- Excellent organizational skills and attention to detail. Ability to prioritize work effectively and adjust to multiple demands, with consistent attention to timelines.
- Must be able to recognize and appropriately convey the sensitive nature of any situation and possess the ability to keep all matters appropriately confidential.
- Ability to work well independently and as a team member. Ability to take initiative and follow tasks through to completion.
- Experience with Salesforce or other database management software is a plus.
- Experience and facility with design software (i.e. photoshop, InDesign, etc.) is a plus.

Working Conditions:

- Requires the ability to sit and work at a desk for several hours at a time.
- Requires the ability to travel and attend meetings, presentations, and events outside the office, which may require occasional use of a motor vehicle for transportation to other locations.
- This position is required to be available to speak with clients and/or others while away from the office and/or with clients and/or others located in other time zones outside Foundation business hours.
- Work may require occasional weekends and/or extended workdays.
- Punctuality and satisfactory attendance are essential functions of the job.
- Flexible telecommuting policy.

Compensation:

This is a full-time position with a generous benefits package, including matching retirement contributions. GLA offers a hybrid work environment, with the opportunity to work primarily remotely. The salary range for this role is \$60,000 to \$70,000.

Disclaimer: This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job classification. This job description is intended to



be general and will evolve. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

Interested, qualified persons are invited to submit a resume and cover letter to Sam Gelinas at sgelinas@greaterlaedfund.org. Please contact Sam Gelinas with any questions about the process.