Development Associate for Gateway Public Schools

Position Summary

Gateway Public Schools seeks an enthusiastic Development Associate with a commitment to public education, students and families, and the San Francisco community. This position is a fantastic opportunity for someone interested in learning the ins and outs of fundraising from a team of professionals committed to mentoring and providing them with the coaching and tools they need to succeed. The Development Associate is responsible for assisting and supporting Gateway's fundraising and communications efforts, ranging from database management and events, to grants management and donor cultivation. Gateway is entering a five-year strategic initiative to increase our annual fundraising budget by $1 million, and the Development Associate will play a key role in these efforts. The Development Associate reports to the Director of Development and Outreach, and works closely with Communications Manager and Community Engagement Manager. Read the complete description below.

This is an in-person position that is temporarily remote due to the pandemic. Gateway employees are returning to the office in Western Addition as early as June 15. The office is close to several MUNI lines and offers onsite parking for $50 per school year.

To Apply

Submit your resume and a cover letter that details your interest in the position and Gateway to jobs@gatewaypublicschools.org with Development Associate in the subject line. In your cover letter, tell us (1) why you want to work with us, (2) why you are a good fit for this particular role, and (3) how your previous work or life experience prepared you for this role. If you have one, please include your LinkedIn URL. Applications that do not meet this requirement will not be considered.

Compensation and Benefits

This is a full time, exempt position with a competitive salary. GPS offers an excellent benefits package, including medical, dental and vision insurance, life insurance, six weeks paid vacation, holidays, sick time and personal days, professional development opportunities, a retirement savings plan, onsite parking, and, if qualified, student loan repayment support.
Primary Responsibilities

There is a multi-year growth trajectory built into the primary role responsibilities described below. We have outlined both the experience and qualifications a candidate should currently possess, and also those they are expected to develop while at Gateway. We recognize that no one person will be equally strong in every area and that some candidates will bring other strengths or experiences we haven’t described here. If you are passionate about our work, please apply. We will carefully consider every serious applicant.

Database Administration

- Manage all aspects of the Salesforce database, including gift entry, constituent information, pledge and gift acknowledgement, online giving, report generation and other correspondence
- Ensure donor cultivation “workflow”, from identification to first communication to solicitation to acknowledgement
- Design and generate fundraising reports, charts, and spreadsheets related to constituent management and donor segmentation
- Work with Gateway Business Office to ensure accuracy with data and gift entry, and reconcile financial records

Communications and Event Support

- Coordinate the production of print and digital publications, including invitations, flyers and emails, related to fundraising activities and events, i.e. work with mailing houses, printers, and online platforms
- Develop and maintain segmented email lists for digital newsletter, The Gate, and other electronic donor communications
- Support the Communications Manager in elevating Gateway Public Schools’ reputation and visibility among individual donors and institutional funders
- Produce mail merges, maintain guest lists, gather and prepare registration materials, labels, and name tags as needed for fundraising activities and events
- Provide hands-on event logistics support for annual fundraisers, fundraising and other development events

Donors Stewardship and Cultivation

- Support the ED, Director of Development and Outreach and Board to manage and ensure the most strategic use of their leadership and involvement in Major Donor
Initiatives stewardship, solicitation and recognition, including any support needed to complete said activities
- Help grow and steward a mid-level donor portfolio (gifts ranging from $500 to $1,000) of individual donors, and partner with the Director of Development and Outreach to build long-term relationships with growing list of individual donors
- Coordinate timely correspondence with all of Gateway's invaluable donors, sponsors, prospects, and participate in daily stewardship activities for individual gifts

**Grants Administration**
- Maintain all grants management in Salesforce
- Research and identify new funder prospects and grant opportunities
- Prepare and draft LOIs, proposals and grant reports to institutional funders

**Other**
- Coordinate office supplies and furnishings, ensure department storage and supplies are organized and effectively meet the needs of staff
- Participate as part of the Development/Communications Team in the planning and implementation of the annual strategic fundraising plan and revenue forecasting
- Attend and represent Gateway Public Schools at networking events, speaking engagements, conferences, etc. including some evenings and weekends
- Other duties as assigned

**Qualifications and Experience**
- 2-3 years of work experience, ideally in a fundraising position/nonprofit organization
- A commitment to public education and alignment with Gateway's mission and values, as well as creating an anti-racist community for students and families
- Ability to foster and maintain working relationships built on mutual trust and respect with parents, students, trustees, donors, alumni, and staff
- Experience using databases, preferably Salesforce
- Exceptional time-management and organizational skills, and ability to prioritize and manage multiple projects simultaneously and meet deadlines
- Excellent written communication skills, and comfort with public speaking
- Superior problem-solving abilities with acute attention to detail
- Technical savvy with a variety of office technologies (e.g., Google Suite, Zoom)
- Demonstrated ability and willingness to continuously acquire new competencies and accept new challenges
Hiring Timeline

The anticipated hiring timeline as of the posting of this position is approximately 8-10 weeks. Below are estimations of the hiring process, although this could change depending on applicants and work load:

- Accepting applications: 2 weeks
- Resume review and interviews: 4 weeks
- Reference checks: 2 weeks
- Offer extended: 1 week

Interviews will be conducted by phone, Zoom, and masked, in-person if deemed safe by the San Francisco Health Department and city regulations.

About Gateway Public Schools

In 1998, a group of San Francisco parents had the dream of creating a school that would be a gateway to college for all students regardless of race, income or learning style. They founded Gateway High School, a college preparatory, public charter school in San Francisco. Since then more than 96% of our graduates have gone on to college, nearly twice the statewide rate. Expanding on its success, Gateway Middle School was established in 2011 to support students starting in 6th grade. Today, Gateway’s mission is to prepare a broad range of learners for success in college and beyond by combining a rigorous academic program with an approach where the individual talents, strengths and needs of our learners are identified and supported. With two campuses in San Francisco’s Western Addition, Gateway Public Schools (GPS) serves nearly 800 students and an entire community of educators each year. Learn more about our schools at www.gatewayps.org.

Gateway is committed to creating a diverse, equitable and inclusive workplace and is proud to be an equal opportunity employer. We strongly encourage BIPOC, LGBTQ+ persons, and persons from other underrepresented groups to apply.