



Redwood City Education Foundation

Development Manager

Compensation:

Reports to: Executive Director

Location: Redwood City, CA (Hybrid)

Status: Non-Exempt, Part-Time (60% FTE)

Compensation: \$45,000 - \$68,000, commensurate with experience

Cause Areas: Education, Children & Youth, Community Development, Mental Health, Philanthropy

About RCEF:

The Redwood City Education Foundation (RCEF) is a non-profit organization dedicated to increasing the academic performance of underserved K-8 public school students in Redwood City. We aim to ensure that every student, regardless of background, can attend a quality public school and access academic and personal enrichment opportunities, ultimately reducing the need for remedial courses upon high school entrance.

We remove financial barriers between district resources and the true cost of education. Our investments prioritize student engagement, counseling and social-emotional learning, math and literacy improvement, and professional development for educators. We also host two flagship events each year—the RCEF Equity Summit, TK/Kinder Resource Fair, Redwood City Wine Walk—to advance educational equity and strengthen community connections.

About the Role:

We are looking for a dynamic, relationship-oriented Development Manager to enhance our donor engagement and fundraising initiatives, which are crucial for sustaining and advancing RCEF's mission of promoting educational equity in Redwood City. In close partnership with the Executive Director and Board, this role will support annual giving strategies, prospect research, cultivate and nurture donor relationships, manage corporate and foundation partnerships, and help execute fundraising events.

Primary responsibilities of the position include, but are not limited to:

Giving Strategy & Engagement:

- Develop and implement comprehensive annual giving strategies to meet and exceed fundraising goals.



- Manage multi-channel fundraising campaigns, including direct mail, email, and in-person solicitations.
- Oversee personalized engagement strategies for individual donors, corporate partners, local business sponsors, and foundations, ensuring consistent donor engagement.
- Collaborate with staff, board members, and volunteers to manage and support their involvement in fundraising efforts and solicitation.

Giving Cultivation & Relationship Management:

- Conduct research on prospects, create profiles, and monitor engagement, including in-person interactions and solicitation meetings.
- Cultivate and steward relationships with current and prospective donors and partners, ensuring high donor satisfaction.
- Design and implement a comprehensive donor and sponsor recognition and stewardship program.
- Engage various school and community groups via public presentations; be an effective public speaker and advocate for RCEF.

Fundraising & Donor Appreciation Events:

- Coordinate fundraising events, including planning, logistics, sponsorship outreach, and donor engagement.
- Secure in-kind donations and event-specific funding to support fundraising goals.
- Collaborate with event committees, staff, and volunteers to ensure successful event execution.
- Attend events, including evenings and weekends, as needed, to support operations and engage with stakeholders.

Qualifications:

- Three or more years of experience in fundraising with a proven track record of cultivating prospects and closing five- and six-figure gifts
- Demonstrated success in personally building effective, long-term relationships with new and prospective donors or corporate and foundation partners, in addition to success in retaining existing donors
- Strong interpersonal, written, and verbal communication skills, including ability to engage confidently with individuals from various backgrounds, including those of high-net-worth, while exhibiting professionalism, sensitivity, confidence, and discretion
- Proficiency in CRM systems, data analysis, and Google Workspace
- Excellent organizational and project management skill with the ability to work autonomously and thrive in a collaborative, remote environment
- Proficiency in CRM systems, data analysis, and Google Workspace
- Ability to handle sensitive information with the utmost confidentiality
- Prior experience with capital campaigns is an advantage



Additional Details

- This position reports to the Executive Director and is a member of the Advancement Committee.
- Primarily weekday work schedule with scheduling flexibility. Occasional weekend and evening hours related to special events are required.
- This is a newly created position and may be eligible for the role to increase to full-time with the success of the position.

How to Apply:

Applications will be reviewed on a rolling basis. To apply, send an email with the subject line "Development Manager" to Florence at info@rcef.org with the following: 1) a cover letter, 2) your resume, and 3) a list of 3 references with contact information.

RCEF is an equal-opportunity employer and seeks a diverse applicant pool. We encourage candidates from historically underrepresented communities to apply. All qualified applicants will be considered.