

## Development Coordinator (hybrid)

As Development Coordinator for [Excelencia in Education](#), reporting directly to the CEO, you'll coordinate our grant proposal preparation and submission processes, ensuring we have the necessary information and efficient workflows to strategically pursue the most promising opportunities. This includes researching potential funders (sponsors, grantmakers, and corporate supporters), identifying areas where their programs and funding priorities overlap with *Excelencia's* work, and providing briefing materials to senior leadership to support decision-making. You will also organize input from senior leadership on potential funders, coordinate follow-up and timelines, manage proposal submissions, and collaborate with our Grants Manager and Finance Team once proposals have been accepted.

We currently partner with 11 funders on grants from 6-7 figures and plan to expand that portfolio as we build capacity. Your ability to thrive in a high-energy environment and manage multiple projects while maintaining precise attention to detail will be central to your success. There is significant potential for advancement at *Excelencia*. You will have the support of our team to develop your skills and grow within this position and our organization.

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 US. Our focus on evidence-based practices and programs, proven to enhance educational outcomes and prepare Latino students for success in the workforce and civic leadership, enables us to deliver consistent results regardless of shifts in the social climate. You will play a vital role in enhancing our fundraising approach, supporting our success and long-term sustainability at a pivotal time in the history of our organization.

### Work Environment, Salary, and Benefits

- You'll enjoy a flexible work environment. Employees local to our Washington, DC office work a hybrid schedule, collaborating twice a week at the office and working from their home office for three days a week. If you are not local, you will work primarily from your home office with occasional domestic travel for events and staff retreats.
- The budgeted salary range for this role is \$65K-\$75K, with a comprehensive benefits package including medical, vision, and dental insurance; paid annual leave, sick leave, and federal holidays; time off between Christmas and New Year's; a retirement plan with employer contribution, tuition reimbursement, and support for professional development. The salary offered will be commensurate with experience and location.
- You will join a high-performing team passionate about accelerating Latino student success in higher education by supporting transformational change at institutions to SERVE (not just enroll) Latino students. Your colleagues are eager to offer help, figure things out together, celebrate our wins, and reflect on our processes.

### Responsibilities

#### Grant Proposal and Management

- In collaboration with the president and CEO, conduct and manage activities required to prepare and submit grant proposals to foundations and corporate partners within their submission/reporting deadlines.
- Proofread grant proposals to ensure accuracy and compliance with funder guidelines.

#### Funder Engagement and Education

- Working closely with senior executives, 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 prospects, maintaining ongoing contact and effective working relationships with foundation program officers.

#### Funder Relationship Support

- Support senior executives in the retention of funders through consistent follow-up and relationship-building skills.
- Develop briefing documents for senior executives as needed for funder visits and solicitations.

#### Compliance and Coordination

- Maintain an organizational calendar of funder stewardship activities.
- Maintain accurate records of grant proposals, funder communications, and grant-related documentation.
- Collaborate with the finance team to ensure compliance with grant agreements and legal requirements.

#### Training and Capacity Building

- Provide training and support to staff on best practices.
- Assist in developing internal processes and systems to improve grant development and management efficiency.

## Qualifications

- **Education and Experience:** Bachelor's degree with 3+ years in development/fundraising support with foundations and corporate partners, preferably in a nonprofit or with an organization supporting higher education.
- **Communication and Presentation Skills:** Effective written, verbal, and presentation skills, with the ability to communicate persuasively and maintain high standards in deliverables.
- **Organizational and Technical Skills:** Proficient in Microsoft products, able to organize priorities, meet deadlines, work independently and collaboratively, and be open to learning and growth.
- **Residency Requirement:** Employees must reside in one of the following states: Arizona, California, DC, Florida, Indiana, Maryland, New Mexico, Texas, or Virginia.

## About Us

Launched in 2004 in the nation's capital, *Excelencia* in Education accelerates 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. We are building a powerful and wide-sweeping movement to accelerate Latino student success in higher education, which in turn addresses the U.S. economy's need for a highly educated workforce and civic leadership.

## To Apply

Please submit your application to Staffing Advisors through this link: [Development Coordinator](#).

Staffing Advisors is committed to reducing bias in every aspect of the hiring process. We have long recommended a competency-driven approach to hiring. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law.