

**Manhattan Beach Education Foundation**  
**Donor Relations Manager**  
**Job Description**

The Manhattan Beach Education Foundation is a community driven fundraising organization, which supplements state funding for programs that inspire learning, enrich teaching, and promote innovation and academic excellence in the public schools of Manhattan Beach. Since MBEF was founded in 1983, it has provided a means for parents to invest in superior public education for their children in the Manhattan Beach Unified School District.

**Objective:** Oversee all aspects of the Annual Appeal and other fundraising campaigns, including identifying potential donors, cultivating relationships and managing the donation and acknowledgement process. Establish and maintain partnerships with MBEF donors including parents, PTAs and local/regional businesses. Coordinate and participate in events to share MBEF mission, including donor appreciation events and the Manhattan Wine Auction. Oversee the management of the donor database and track all donor data. This individual is responsible for ensuring high standards of quality, consistency, and accuracy across all campaign efforts and serves as a support to the broader development efforts of the organization.

**Full-time, in-person.**

**Reports to the Executive Director.**

MBEF Annual Appeal and Development

- Establish the goals, strategies and tactics of all fundraising campaigns, including the Annual Appeal, with MBEF Executive Director and Board of Directors
- Establish the communication strategy with the Executive Director and Communications Manager for the campaigns, including ASK letters, marketing eblasts, and acknowledgments
- Lead recruitment, training and management of up to 15 Site Reps across seven school campuses
- Schedule and coordinate MBEF speakers and presentations at school sites to reach a variety of potential stakeholders
- Coordinate and participate in donor appreciation activities as a credible and professional representative of MBEF
- Lead coordination of MBEF messaging and visibility in all school communities through collateral and media content
- Track and present campaign outcomes to keep the MBEF Board and stakeholders apprised of progress and performance

Donor Database Management

- Oversee the management of the donor database and processing of incoming gifts according to established protocols
- Oversee the periodic maintenance to ensure that data is up-to-date, accurate, and de-duplicated, and that best practices are being implemented and documented
- Oversee the donor acknowledgement process including acknowledgment letters and event invitations
- Oversee and present on analysis reports related to donor data and the Weekly Stat Report
- Oversee reports and documentation for financial reconciliation and accuracy between the accounting database and Raiser's Edge

Stewardship Event Support

- Work with the Development Director to assist with the event management, including the budget
- Assist with direction of all volunteer committees to support event management
- Assist with the coordination of all event logistics, including registration, layout, production, vendors, and speakers
- Seek improvements and solutions for all processes, including ticketing and auction software processes

Qualifications:

- Bachelor's degree in a relevant field required (non-profit management, business or communications)
- 3+ non-profit experience in development, fundraising, or related field
- Extensive experience with donor database management platforms – preferably Raiser's Edge NXT – and familiarity with data analysis, gift processing, and donor acknowledgment
- Proficiency in Microsoft Office, including Power Point and Excel
- Strong communication skills, both written and verbal
- Excellent organizational and time-management skills, as well as the ability to work independently
- Detail-oriented with a high-level of accuracy and efficiency
- Available to work on evenings and weekends for events and meetings
- Dedication to the MBEF mission of building enrichment opportunities in Manhattan Beach public schools

**Competitive pay dependent upon experience.**

**Please submit your cover letter and resume to [communications@mbef.org](mailto:communications@mbef.org).**

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