



## Organizational Advancement Manager Job Announcement

<b>Mission Statement:</b> To Engage, Educate, and Empower communities of adult learners by advancing literacy skills and employment opportunities to achieve a better quality of life.
<b>Vision Statement:</b> Where continued education improves lives and builds better communities.
<b>Summary:</b> The Organizational Advancement Manager is responsible for initiating fund development and is responsible for attracting, cultivating, and garnering support from all appropriate stakeholders and donors. Working in tandem with the President and CEO and the Development Committee, the Organizational Advancement Manager will establish, execute, and lead a multi-prong advancement strategic plan of action encompassing annual campaigns, donor development, community engagement/special events, grant/proposal/report submissions, and communication of AEC's brand. This position is responsible for enhancing and diversifying AEC's image and funding sources. The Organizational Advancement Manager will support AEC's leadership team to ensure uniform branding and messaging is presented to internal and external audiences.
<b>Position Type:</b> Full-time
<b>Reports to:</b> President & CEO
<b>Supervises:</b> Interns and volunteers
<b>Works With:</b> Board of Directors, Contract Grant writer, Instruction and Professional Development Manager, Program and Testing Lead, Office and Data Lead, Career Navigator/Coach, other instructors, interns, volunteers, donors, and partners.

### Primary Responsibilities

- The position reports directly to the President & CEO, the Organizational Advancement Manager's will focus on the research, identification, cultivation, and securing of funds as well as exercising a high level of stewardship and transparency.
- The Organizational Advancement Manager will manage grant/proposal/reports tasks and ensure AEC's brand is uniform within the website, social media platforms, print, and other marketing efforts.
- The Organizational Advancement Manager needs to be connected to the community to strengthen consistent outreach and networking to ensure the organization's fundraising goals are met or surpassed.
- Other duties may be assigned.

### Fund Development & Special Events (45%)

- Work with the President & CEO on AEC's advancement and branding strategy to support existing and new relationships.
- Recruit and form a Development/Marketing Committee of community, business, and civic leaders and individuals.
- Create and manage a fund development calendar via online.
- Implement and manage new donor database, manage giving systems, infrastructure, and the identification, engagement, and development of varied audiences and stakeholders,



and communication strategies. Develop processes to ensure AEC's have current and accurate donor profiles.

- Complete outreach and networking to influence and establish progressive and meaningful partnerships.
- Annual Campaign development and management. Monitor and provide the status of fundraising goals to President & CEO and the Board of Directors.
- Annual Red Hat Literacy Luncheon planning, coordination, and execution.

### **Grant/Proposal Execution/Management (45%)**

- Lead, coordinate, and execute all grant processes including evaluations, budget, feasibility, reporting).
- Research along with the contract grant writer new grant opportunities and strategize renewals requests to address organizational improvements, professional development, special initiatives.
- Develop and collaborate with President & CEO on grant strategy. Manage grant proposal calendar via online and financial management of grants via Trello.
- Write, assemble, and submit grants, proposals, and reports.

### **Brand Communication (10%)**

- Drive and manage the design, implementation, and management of AEC's visibility, media, and marketing. Ensure and approve that all departments and organization lines of operations remain within AEC's brand/style guide.
- Develop uniform standard and impactful messaging for different audiences and management.
- Management and production of AEC's newsletter online and website.
- Help with production of the annual report.
- Collaborate with AEC management on public relation activities and crisis PR situations as needed with media, press, and other external audiences. As applicable, chair event planning committees.

### **Qualifications**

- 1-3 years of professional experience in a nonprofit organization.
- Bachelor's Degree in related field.
- Demonstrated success in fund development function (managing and forging relationships).
- Bi-lingual or equivalent in one language other than English.
- English native speaker preferred or equivalent in English required.
- Demonstrated success in a development or community development function.



- Computer Proficient in Microsoft Office Products (particularly Word, Excel, PowerPoint, and Outlook) and ZOOM.

### **Competencies**

- Demonstrated experience with donor development and fundraising strategies.
- Highly dynamic professional with strong time management skills.
- Personal and interpersonal communication skills.
- Organizational skills with exceptional attention to details.
- Superior oral and written communication skills, public speaking, English language, grammar, composition, and business correspondence.
- Ability to keep concise records.
- Accept flexible working hours in the office, telework, and in the field. Willingness to use own mode of transportation for work-related purposes.
- Compassionate and Nurturing.
- Ability to work independently or work close oversight, but also a team player.
- Problem-solving skills.
- Adaptability to Change.
- Ability to establish and maintain constructive relationships.

### **Working Environment**

- This position operates in a professional office environment. This role currently uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

### **Travel**

- This position requires travel to sites, meetings, trainings, in-services, and conferences.

### **How to Apply**

To apply for this position, email a cover letter, salary requirement, and resume to [jobs@adulthoodeducationcentertexas.org](mailto:jobs@adulthoodeducationcentertexas.org).

### **Equal Opportunity & Diversity Statement**

At the Adult Education Center, we embrace and celebrate diversity. Diversity and inclusion allow the Adult Education Center to thrive when we get it right. The Adult Education Center is an equal opportunity employer. We provide equal employment opportunities to all persons without regard to race, color, religion or belief, national,



social or ethnic origin, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), age, physical, mental or sensory disability, marital, civil union or domestic partnership status, past or present military service, family medical history, family or parental status, political affiliation or belief. At the Adult Education Center, we have zero tolerance for any form of discrimination or harassment of our employees. Our dedication to ensuring a safe and healthy workplace free of discrimination and harassment is a priority and woven into the Adult Education Center's organizational fabric and policies.

If you are interested in learning more about the Equal Opportunity & Diversity activities and process, contact:

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Pearland, TX 77581  
Ernest.Lewis@AdultEducationCenterTexas.org  
Telephone: (281) 485-1000

### **Reasonable Accommodation & Modifications Notice**

Federal law requires employers to provide reasonable accommodation to qualified applicants with disabilities. Let us know if an accommodation to apply for a job or to perform your job is required by contacting Human Resources. Reasonable accommodation includes modifications to the application process or employment procedures, providing documents in an alternate format, requiring a sign language interpreter or using specialized equipment. If you need an accommodation due to a disability to apply for a position at the Adult Education Center, call us at 281.485.1000 or send us an email at [reasonableaccommodations@adulthoodeducationcentertexas.org](mailto:reasonableaccommodations@adulthoodeducationcentertexas.org).