

Job Description: Nonprofit Fundraising Manager

Achieve, Inc. is searching for a driven, passionate individual with an entrepreneurial spirit to join our team as a Development Manager. This person will join in a brand-new role on Achieve's development team, and provide both leadership and support as we continue to grow. Revenue raised supports [core programs](#) including Achieve Elementary, Achieve Academy, Achieve Summer, the Teacher Accelerator Program (TAP), and other new initiatives. Our mission: To bridge educational gaps and expand opportunity for students across South Florida through innovative academic and enrichment programs.

This is a full-time, exempt position requiring a development professional with 5+ years of nonprofit fundraising experience who can manage multiple priorities, build new relationships, and maintain strong attention to detail while contributing to a positive, team-oriented environment.

Role + Responsibilities

Direct Fundraising/Pipeline Management: CORPORATIONS – 45%

- Successfully steward all existing corporate funding partners assigned to this portfolio, by proactively managing all check-ins, grant requirements, reporting, and renewal proposals.
- Work closely with Achieve senior leaders to identify new corporate prospects.
- Work closely with Achieve senior leaders to strategize for each new corporate prospect, and then work independently to execute FY27 strategies to completion.
- Work with the team to build out new corporation-focused giving menu(s) that result in new revenue and corporate engagement, including various sponsorships and volunteer opportunities. Will likely include Give Miami Day, which happens each November.
- Work closely with program staff to create meaningful employee engagement opportunities for corporate funding partners
- IMPORTANT NOTE: We expect this person to use events – strategy/planning/execution/follow-up – to secure corporation donations, as needed.

Direct Fundraising/Pipeline Management: INDIVIDUAL GIVING (LOW- and MID-LEVEL GIFTS) – 45%

- Successfully steward all existing individual giving (IG) donors assigned to this portfolio, by proactively sharing program updates, expressing authentic Thank Yous, and extending invitations to events, volunteer opportunities, etc.
- When relevant, also manage any standing IG requirements, reporting. Proactively manage all individual giving renewals.
- Work closely with Achieve senior leaders to strategize for all individual giving prospects in this portfolio, and then work independently to execute FY27 strategies to completion.
 - Will likely include Give Miami Day, which happens each November, and 2-3 other events to fall later in each fiscal year.
- Work closely with Achieve senior leaders to identify and pursue new individuals giving prospects as needed.
- IMPORTANT NOTE: We expect this person to use events – strategy/planning/execution/follow-up – to secure IG donations, as needed.

Expected Tactics to be Used to Reach these Goals:

- Written proposals, reports.
- Prospect research.
- 1:1 info meetings with corporate giving staff and IG donors.
- Connections to Founder, Executive Director and/or Director of Philanthropy when appropriate.
- Site visits, program tours, connections to Program staff when appropriate.
- Give Miami Day – various events each fall.
- 3-4 other fundraising events throughout the year.

Team Support/Collaboration – 10%

- Manage donor data in CRM database – entry, management, reporting, light analysis/projections.
- Support maintaining internal Development Team tracking tools.
- Lead weekly 1:1 check-in with manager.
- Host and/or actively participate in a mix of internal meetings with Achieve colleagues – i.e., standing DEV Team check-ins, strategy sessions, brainstorming, etc.
- Other duties as assigned to support Achieve fundraising efforts.

Qualifications:

- Bachelor's degree preferred, or equivalent experience.
- Minimum of 5 years of experience fundraising for a growing nonprofit.
- Demonstrated commitment to the communities we serve, with an openness to feedback and continuous learning.
- Valid driver's license and flexibility to work occasional evenings and weekends (required).
- Ability to lift and carry up to 20 pounds occasionally and perform routine physical tasks such as standing, walking, and bending as needed.

The Ideal Candidate for this Role Will Have:

- **Organizational Skills:** This person will thrive on staying organized and knowing what you need to do to reach set goals. You have systems to help you stay on top of your personal to-do list and can integrate new tasks and prioritize effectively.
- **Interpersonal Skills:** You have a strong customer service mindset and the ability to navigate complex conversations, while building trust with partners. We work with a wide mix of donors, board members, volunteers, parents, students, community members and community leaders, and we need someone who can comfortably engage with all of these audiences.
- **Communication Skills:** You are a strong, inspirational presenter, and are able to communicate clearly and warmly in all situations. You build confidence in others through open and proactive communication and provide clear, helpful information to various different audiences.
- **Strategic Thinking:** You are able to see potential in yet-to-be-made connections, particularly within nonprofit fundraising. In this role, you'll be excited by approaching strangers, including a mix of corporate giving staff members and individual donors.
- **Entrepreneurial + Growth Mindset:** You enjoy 'building the plane as you fly it.' and are comfortable within an ambitious organization that today, is growing programs faster than its internal systems. You

also frequently request feedback on your work and ask for new responsibilities and challenges; you have a desire to develop your professional skills.

- **Teamwork and Collaboration:** You actively contribute to the team in order to complete tasks, meet goals or manage programs. You understand that your team's success is your own success. You thrive when facing new challenges, but are also enthusiastic to pitch in on the small stuff to support other team members. You consistently tap into other staff members to learn from their expertise.
- **High Quality Work Product:** You are detail oriented and always double-check your work before handing it off. You take the time necessary to achieve the highest quality outcome possible in all scenarios, producing the best possible work while pursuing goals despite obstacles or constraints.
- **Self-Direction:** You are the type of leader who can map out what it takes to get it done - and then you do it! You're a step ahead of the rest of the team, anticipating what we'll need, whether that's extra copies or a system to help us streamline a process. You know how to "manage up" and can ask effective clarifying questions to ensure that your work stays on track.
- **Creativity + Positive Attitude:** You enjoy thinking creatively about connecting potential donors to Achieve's initiatives and projects – and exact ways to bring those connections to life. You approach your work with an optimistic solutions-focused mindset, navigating challenges with resilience and adaptability and you contribute to a supportive, collaborative work environment.

Details:

This will be a full-time, salary-exempt position which will pay \$75,000 to \$80,000 annually, depending on experience. This position will report directly to the Director of Philanthropy. All full-time employees receive a cell phone stipend and paid office parking starting day one; medical, vision and dental benefits, and life insurance, starting on the first day of the month after 90 days of employment; and 401K with matching after one year of employment. Achieve will reimburse employees for authorized, necessary and reasonable mileage outside of office travel. This is a hybrid position with a minimum of two days in office required. Participation in some after-hours fundraising events is required, as is attendance at least one Saturday per month during the school year, with participation aligned to the position's responsibilities, such as donor visits, corporate engagement, or other role-specific activities.

About Achieve:

Founded in 2015, Achieve, Inc. connects students, teachers, and community partners through mentorship, enrichment, and career-readiness initiatives that strengthen the region's education ecosystem. The organization operates programs in more than 260 schools and has served over 15,000 students. Its Teacher Accelerator Program (TAP), designed to address the region's teacher shortage, has recruited, trained, and graduated more than 700 aspiring educators to date. Now marking more than a decade of impact, Achieve is building on this momentum to deepen its reach and strengthen outcomes for students and educators across Miami-Dade County.

Achieve's main office is located at 1951 NW 7th Av STE 600, Miami, FL 33136. Visit www.achievemiami.org to learn more.