



Connecting Students & Volunteers
for Results that Count

Job Description: Senior Manager of Development

About Heart Math Tutoring: Our nation and children are missing out on significant potential when just 35% of fourth graders in the U.S. meet grade level expectations in math (2022 NAEP). Tutoring has been proven to have significant, positive effects on student outcomes in recent, rigorous studies, but few programs exist focused on elementary math. Heart Math Tutoring (“HMT” or “Heart”) is a nonprofit based in Charlotte, NC with a mission of ensuring all elementary students develop the strong foundation in math and enthusiasm for academics needed for long-term success. HMT gives young students successful experiences in math through 1:1 tutoring during the school day, delivered by supervised volunteers. Since 2013, Heart Math Tutoring has grown to support 1,200+ students across 28 schools in Charlotte, NC and Charleston, SC while maintaining high-quality student outcomes. Over time, we envision HMT to have a national presence in cities across the U.S. supporting thousands more students. Read more at www.heartmathtutoring.org.

About the Role: Senior Manager of Development – Institutional Partnerships

The Senior Manager of Development will support Heart Math Tutoring’s philanthropic efforts by owning a portfolio of institutional partners (foundations and corporations) in Charlotte and supporting enterprise-wide development work. Together HMT’S Development team will raise \$2.1 million in Charlotte with a goal of increasing our revenue 10% year over year. This individual will be responsible for approximately \$1.3 - \$1.5 million each fiscal year by maintaining and developing a diverse and sustainable champion base among foundations and corporations, with a heavy focus on grant writing. As a portfolio manager, this person will track donor deadlines, research current and prospective supporters, and implement a comprehensive cultivation and stewardship plan. In addition, the Senior Manager of Development will maintain a portfolio of organizations for volunteer tutor recruitment, working at the intersection of philanthropy and volunteerism to help Heart thrive.

Reporting directly to the Vice President of Development, this individual will partner with staff and volunteers to increase philanthropic resources to bring high-quality one-on-one tutoring to thousands more students in Charlotte.

Job Responsibilities: Key responsibilities are listed below.

Corporate and Foundation Portfolio Management

- In partnership with the VP of Development, set a strategy (cultivation, solicitation, and stewardship) and execute on an action plan for a portfolio of corporations and foundations.
- Expand the donor pipeline and cultivate new donors through research, relationship building, and managing the VP and CEO to build partnerships.
- Lead the writing and submission of grant proposals that incorporate investor motivations, accurate data, and inspiring stories that reflect our unique impact.
- Personally take meetings for a portion of the portfolio in Charlotte and prepare the VP of Development and CEO for meetings when needed.
- Efficiently track and monitor all interactions and deadlines for partners in the portfolio in Bloomerang and Salesforce.

Development Team Execution

- Participate and contribute to development team spaces and Heart's culture of philanthropy.
- Contribute to the creation of materials including external collateral and board/committee reports.
- Partner with the Senior Manager of Development – Donor Relations on direct mail pieces, solicitation plans and stewardship efforts.
- Support Heart's development efforts across the enterprise by serving as our lead grant writer, offering strategy recommendations as well as grant review for all corporate and foundation submissions across regions and serving as a resource for effective language and storytelling.
- Stay current on fund development trends.

Volunteer Recruitment (estimated to be a third % of time in-season, 10% of time off-season)

- Actively participate in volunteer recruitment, working with team to recruit, retain, and support volunteer tutors.
- Serve as primary account manager for a selected number of organization partners. Set and meet goals for tutor recruitment from those partners.
- Serve as dual account manager for a selected number of organizations. Provide support and backup to your teammates to reach the recruitment goals.
- Support other volunteer recruitment projects as needed.
- Leverage volunteers and the organizations they represent in fund development efforts.

Personal Leadership

- Contribute positively to Heart's team, providing leadership and a high bar for excellence.
- Study best practices and take action to support Diversity, Equity, and Inclusion efforts at Heart.
- Take ownership over integrating/balancing your work and personal life (e.g., taking your PTO; actively reprioritizing workstreams for you and your team, etc., calendar management).
- Pursue learning and professional development opportunities, taking ownership of your professional growth. Implement and share learnings.
- Be strategic in your use of time, leveraging volunteers and staff to accomplish your goals with efficiency and quality.

Experience/Background: The ideal candidate exhibits Heart Math Tutoring's core values – student centered, precision and professionalism, growth mindset, gratitude, and civic engagement. Additionally, the ideal candidate demonstrates:

- Commitment and passion for improving education for all young people, with the belief that a strong foundation in math is critical to a person's success and opportunities and that all students can learn math and ultimately perform at or above grade level.
- Exceptional communication skills with experience in grant writing and the facility to write for various audiences including foundations, donors, and broader general constituencies.
- Relationship-management experience including setting and tracking goals related to outreach and representing an organization externally.
- Strong personal operating systems with the ability to work in a complex fast-paced and high-profile environment with competing priorities.
- Strategic thinking and expansive problem-solving skills.
- Strong computer skills, including but not limited to Word, Excel, Powerpoint, email and contact management, CRM tools, and file sharing systems.

To apply, [click here](#).