

## Partnership Development Manager

Washington, DC (Preferred), Full-Time

Typical Salary Range: \$60,000 - \$70,000

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The [Education Design Lab](#) is seeking nominations and applications for a Partnership Development Manager to prospect, manage and develop partnerships with higher education institutions, funders, and other post-secondary organizations. The new Manager will contribute to a range of operational and partnership development activities at the Lab, including partner engagement and development, fundraising, budgeting, proposal writing, pitch development, and contract and client management.

Reporting to the Chief Growth Officer, the new Partnership Development Manager will maintain current development partnerships while responding to new RFPs, and drafting proposals for new EDL programming. This work will include collaboration with the Education Design teams as well as collaboration with the senior leadership to create and share consistent, compelling narratives to potential funders.

The ideal candidate will be committed to the EDL's mission to provide New Majority Learners equitable access to higher education success. They will be an entrepreneurial leader and strong project manager who can take detailed notes, coordinate multiple calendars and manage numerous projects with different deadlines. They will also be a talented writer and interpersonal communicator with 3-5 years of experience in nonprofit organizations with a focus on public-private partnerships, place-based strategies, education, future of work, edtech, and a growing mastery of CRMs (Salesforce preferred). They will also have experience partnering with development directors and senior leaders on drafting and finalizing elegant, compelling proposals and have the ability to collaborate with program teams (Education Designers) to ensure alignment between program and development strategies.

Success in this role requires someone who thrives in a startup environment and enjoys collaborating across teams, brainstorming innovative solutions and managing multiple projects at once. The ideal candidate will be flexible, proactive, a self-starter, a fast

learner, maintain a sense of humor, and is enthusiastic about joining a diverse team of designers and innovators.

Given EDL's mission and programming, applicants with lived experience as first-generation college students, community college students, those who attended minority-serving institutions (HBCUs, HSIs, AANAPISIs etc.), those who have experience as non-traditional students, and other underserved populations, are particularly encouraged to apply for this role. The Lab does not require college degrees in its hiring.

### **About the Education Design Lab**

The Education Design Lab (Lab) is a national nonprofit that designs, tests, and implements unique education models and credentials that address the rapidly changing economy and emerging technology opportunities. The Lab demonstrates where technology, rigor, and design can improve opportunities for historically underinvested learners to achieve equitable futures.

The Lab works across disciplines and alongside schools, employers, entrepreneurs, government, foundations, nonprofits, and innovators. The organization has significant experience managing national and local learning cohorts, working with organizations such as The Lumina Foundation, the Michael and Susan Dell Foundation, the Gates Foundation, the United Negro College Fund (UNCF), Walmart, American Council on Education, and the ECMC Foundation. To learn more, visit [www.eddesignlab.org](http://www.eddesignlab.org), and follow on Twitter [@eddesignlab](https://twitter.com/eddesignlab).

### **Responsibilities of the Manager of Partnership Development**

Reporting to the Chief Growth Officer, the new Partnership Development Manager will take on the following responsibilities:

#### **Draft proposals and other narratives for new and existing funding partnerships**

- Collaborate with the Chief Growth Officer on initial drafts in response to RFPs
- Apply insight from the Education Designers to draft budgets and implementation plans to include in RFPs
- Collaborate with the Chief Growth Officer on the final approval and submission processes for each proposal
- Lead any communication with program officers and potential funders to clarify RFP guidelines and troubleshoot any challenges associate with the RFP process

#### **Design and manage long term development goals**

- Build a development pipeline that reflects the status of each partnership conversation
- Align the pipeline with the team calendar to ensure ongoing engagements and partnerships
- Scope interesting and new partnerships to build a development portfolio

### **Collaborate with Education Design Teams**

- Translate the goals and strategies of the Design Teams into compelling narratives for funding proposals
- Prepare and deliver regular updates to Education Designers on the strategy and progress of the development pipeline
- Ensure consistent communication between the development team and the design team so that each team is aligned on organizational goals

### **Lead Project Management for the Development Team**

- Maintain regular meetings with the Chief Growth Officer and other senior leaders to ensure transparency and budget alignment
- Prepare reports on the progress of the development portfolio including pipeline management and deadlines
- Use Salesforce (or other CRM) to keep meticulous records of all funding relationships, successes, and goals
- Consult senior leadership on how to align development strategy with external programs, staffing, and organizational culture
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### **Qualifications and Experience**

The ideal candidate will have the majority of the following characteristics and experiences:

- Expertise across 2 or more focus areas: public-private partnerships, place-based strategies, education, future of work, edtech, change management, design, and innovation.
- Experience and interest in breaking down racial and economic barriers to education.
- 3-5 years of multi-sector experience at regional and/or national levels, such as nonprofit, philanthropy, private industry, government, and education. We are especially interested in candidates with direct experience managing cross-sector initiatives focused on social impact.
- Strategic thinking and familiarity with social impact metrics that can be communicated clearly to partners and translated into action.

- Strong communication skills, with excellent writing, synthesis, and senior-level facilitation/speaking skills.
- “Connector” ability to leverage robust networks and relationships in related areas. The ability to build trust and effective relationships with partners at all levels, and engage diverse stakeholders to coalesce around shared goals and objectives.
- An entrepreneurial approach, with a passion for tackling complex problems and a high level of comfort with uncertainty and experimentation.
- An openness to different perspectives and a commitment to diversity, equity, and inclusion.
- A desire and ability to track the results of our work.

### **Application Instructions**

To apply, please submit a cover letter and resume using the form linked here as soon as possible.

EDL has partnered with *Monday Morning Consultants* to support this search. Please feel free to reach out to Jamie Joanou, [jj Joanou@gmail.com](mailto:jj Joanou@gmail.com) and Erica Nicole Griffin, [ericanicole@mondaymorningconsultants.com](mailto:ericanicole@mondaymorningconsultants.com) with questions.

### **Equal Opportunity Employer**

The Education Design Lab is an equal opportunity employer; applicants are considered for all roles without regard to race, color, religious creed, sex, national origin, citizenship status, age, physical or mental disability, sexual orientation, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law.