



*Building brains through early talk*

## **Development Operations Manager (Remote)**

LENA is a national nonprofit changing early childhood. We integrate our “talk pedometer” technology into innovative programs to support parents, caregivers, and teachers to accelerate children’s language development, school readiness, and social-emotional health. We’re seeking a **Development Operations Manager** as a new role to manage development operations as well as cultivate and grow our place-based fundraising across the country. We are looking for a passionate, organized and engaged communicator to work with our Principal, Philanthropic Partnerships and Chief Growth Officer. This role is a combination of development support, grants management (including writing grants, managing reporting and gathering information internally) and supporting our place-based fundraising both for LENA as well as supports we provide to our partners. We are excited to grow our team as we continue on an ambitious growth trajectory. In 2019, we served more than 10,000 children and are on track to serve more than 100,000 children annually by 2024.

### Key responsibilities:

- Development support and grant management including:
  - Research donor prospects, build a robust pipeline, and coordinate outreach with the team.
  - Create and maintain a calendar of communications and touchpoints for donors and stakeholders.
  - Write persuasive grant templates, monitor deadlines, ensure consistent communication and manage grant reporting process.
  - Collaborate with other teams to gather current metrics and ensure materials are updated.
- Set up and own LENA’s development operations and systems, ensuring all data is accurate and timely; create and maintain efficient systems to manage all development processes; contribute to the planning and execution of virtual cultivation opportunities; work with the finance and growth teams.
- Create compelling written communication or templates to keep stakeholders informed and inspired about our work; collaborate with LENA’s Content Team to set up regular communications across our pipeline.
- Stay current on key trends and players in the early childhood funding space.

### You will be successful in this role if you:

- Thrive in a fast-paced environment and can juggle multiple priorities simultaneously
- Excel at prioritization and project management
- Are highly organized with superior attention to detail and accuracy
- Demonstrate sound judgment and exceptional interpersonal skills including relationship and trust building, communication, and listening
- Are comfortable with ambiguity and willing to navigate new situations
- Understand and commit to LENA’s mission and are passionate about fund development work to support an organization achieving long term sustainability

LENA’s team is passionate, fun, and supportive. We offer an excellent benefits package. The salary range for this role, dependent upon experience, is \$60,000 to \$75,000. To apply, please submit cover letter with salary/compensation requirements and resume as a single pdf document to [hr@lena.org](mailto:hr@lena.org).

LENA is an equal opportunity employer. All employment is decided on the basis of qualifications, merit, and business need. We are committed to building a team that represents a variety of backgrounds, identities, perspectives, and skills. The more inclusive we are, the better our work will be. To learn more visit [www.lena.org/joinourteam](http://www.lena.org/joinourteam). EOE/M/F/D/V