



# Advancement Manager

JOB DESCRIPTION  
FULL TIME, IN PERSON, DALLAS TX

## Who We Are

[United to Learn](#) (U2L) is a Dallas-based education nonprofit with a stated mission of changing lives by transforming the relationship between schools and community. United to Learn is focused on accelerating student achievement across 75 Dallas ISD elementary schools, and growing purposeful leaders through partnerships with businesses, high schools, colleges, faith-based organizations, and engaged individuals and groups. Together we work to create a united, thriving community. Learn more about the organization [here](#).

## The Role

United to Learn's Advancement Manager plays a pivotal role in furthering the mission of U2L by facilitating seamless interactions with funders, partners and volunteers through clear and accurate communication, comprehensive reporting, and prompt stewardship. Through effective utilization of U2L's customer relationship management (CRM) database and annual appeals, the primary focus will be to develop and leverage a deep understanding of U2L's investor base and contribute to revenue generation, critical analytics, and communication to all key stakeholders.

Our values underpin everything we do. The Advancement Manager is expected to consistently demonstrate United to Learn's core values.

- **Optimistic:** We believe that with the right resources all children can achieve greatness
- **Nimble:** We respond flexibly and creatively through active listening
- **Culturally Competent:** We build a positive understanding of diverse perspectives
- **Collaborative:** We respectfully and empathetically work to learn from each other and build coalitions
- **Effective:** We use evidence-based practices for high-impact results

## Reporting Structure

The Advancement Manager reports to the Chief Advancement Officer and will have the opportunity to work on internal cross-functional project teams, as well as interact with other U2L constituents including Board and Advisory Council members, investors, private institution and public school partners, and agency vendors.

## Essential Competencies

### Functional Excellence

- Serve as lead manager and steward of U2L's customer relationship management (CRM) database, maintaining record of constituent interactions, pledges and payments, conduct analytics and other related reporting.
- Manage major fundraising appeals (year-end holiday campaign, Learning Launch, Community Campus Day), includes prioritizing potential investor lists, managing materials and printing, and organizing related events.
- Conduct prospect research and market analysis to identify industry trends and opportunities for new donors, prospects and gifts or grants.
- Track, organize, and analyze key metrics as defined collaboratively by the Advancement Team.
- Process gifts and reconcile revenue, including recording all in-kind and monetary donations, maintaining timely entry of all pledges, grant letters, soft credits and relationships.
- Coordinate with the Operations team on monthly revenue reconciliations.
- Create online forms for events and campaigns for display on the United to Learn website.
- Build, maintain and generate reports from U2L's customer relationship management (CRM) database.
- Support planning and execution of organization-wide events for funders and affinity groups.
- Assist with administrative tasks and other team duties as requested.
- Demonstrate willingness to learn, improve and advance own functional excellence.
- Execute role with good service, minimal errors, following standard procedures, and using relevant resources within functional area.

### Sector Knowledge

- Strong commitment to public education, student achievement, and the mission, vision, and values of U2L
- Knowledge of Dallas ISD goals, priorities, assessments, and personnel structure and U2L schools
- Knowledge of Dallas public education sector and collaborative organizations

### Project Management

- Ability to nimbly adjust priorities and manage multiple tasks while working collaboratively with internal and external stakeholders
- Manage program budget

### Communications

- Excellent written and oral communication
- Deliver well-organized, persuasive presentations and reports
- Use discretion with communication of sensitive information

### Relationship Management

- Establish and maintain trusting relationships with defined key stakeholders
- Demonstrate effective interpersonal skills and build belonging internally and externally
- Develop new and deepen existing relationships to further U2L mission and vision

### People Development

- Exemplify tone and culture of U2L, exhibiting professional, welcoming demeanor with all colleagues and volunteers
- Treat all with respect and provide timely and constructive feedback when needed

### Technical Excellence

- Advanced working knowledge of CRM databases, particularly Salesforce for non-profits
- Conduct data analysis and storytelling with data
- Analyze data collected through surveys, Google Forms and other methods
- Advanced knowledge in Google Suite and Microsoft Office

### Ideal Candidate Qualifications

- Hold a bachelor's degree and minimum of two years relevant experience
- Mandatory valid driver's license and insurance, current background check and vaccine status required in compliance with Dallas ISD schools, and ability to lift up to 20 lbs.
- Ability and willingness to lead and attend programming events as needed; including mornings, evenings, and/ or weekends

### Compensation and Benefits

As a full-time employee, the Advancement Manager will receive:

- Competitive Salary plus insurance benefits including dental and vision plans
- Participation in employer contributed retirement plan through a Vanguard IRA Fund
- Generous holiday schedule equivalent to 5 full weeks of paid time off, including 6 Federal holidays plus an additional 20 holidays in accordance with Dallas ISD's administrative calendar during the academic school year, which reflects extended Thanksgiving, Winter Holiday and Spring Break paid time off
- Plus, 10 days of paid time off as requested throughout the year

To apply, please email a cover letter and resume to [careers@unitedtolearn.org](mailto:careers@unitedtolearn.org).