



MANAGER, FOUNDATION RELATIONS

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 seeks an experienced, proactive writer who is committed to advancing educational equity and ensuring that all students across Dallas can learn and thrive. The Manager of Foundation Relations will manage a diverse funding stream including family and community foundations and government agencies, and author proposals and materials for major gifts and corporate sponsorships. Additionally, the Manager of Foundation Relations will be a critical storyteller, writing impact pieces, cases for support, and important donor stewardship materials such as acknowledgment letters, programmatic and giving-society updates, reports, and brochures. This is a great opportunity for a writer who thrives on appealing to varied audiences, is mission-driven, and is passionate about educational equity.

The Manager of Foundation Relations will partner closely with key members of the advancement team as well as finance and programs teams to collect, distill, and accurately interpret U2L programs and initiatives, and effectively express that information in the form of compelling and visionary fundraising collateral. This position requires strategic thinking, excellent project management skills, and deep knowledge of U2L's mission, values, and goals. We welcome candidates who have honed their writing skills in nonprofit development, communications, and/or marketing, as well as strong writers from other sectors who are quick learners and interested in applying those skills to mission- and impact-based work.

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 Manager of Foundation Relations is a key member of the Advancement team and reports to the Chief Advancement Officer.

Essential Competencies

Functional Excellence

Development and Fundraising

- Serve as one of U2L's principal storytellers: convey the urgency and relevancy of our work, illustrate our impact, and move the audience to action, particularly towards financial support.
- Learn and maintain a deep working knowledge of U2L and its mission, values, strategic goals, and programs.
- Build and maintain relationships with external investors within the Foundation community.
- Proactively gather information related to U2L programming, and convey this information succinctly and compellingly, tailored to different audiences.
- Schedule, manage, and conduct interviews with internal and external constituents.
- Work collaboratively with the U2L Marketing Team to develop and translate U2L's work into appealing messaging for a wide variety of audiences including impact pieces, appeals, and cases for support.
- Partner with U2L Programs Team to understand programming needs and generate compelling messages to potential funders.

- Collaborate with development colleagues to prepare concise and compelling talking points and briefs to support investor meetings and solicitations.
- Outline, draft, and edit grant proposals and reports about U2L programming for private and community foundations, government agencies, individual major givers and major corporate sponsors.
- Ensure all materials are professionally formatted, visually compelling, and adhere to U2L brand guidelines.
- Collaboratively manage and strengthen relationships with funding partners, following up on information requests, moving funding conversations forward, and supporting periodic one-on-one check-ins.

Systems Management

- Lead institutional prospect research efforts and identify new funding opportunities and funder relationships.
- Maintain a calendar of upcoming grant opportunities and stewardship reports.
- Manage the organization's pipeline of grants received and government contracts, collaborating with team members to ensure on-time submission of all materials (e.g., proposals and reports).
- Manage cross-team collaboration to set expectations and explain requirements of grant-funded projects, gather insights, and report to funders on progress toward grant objectives.
- Develop CRM reports and dashboards to help the team keep a pulse on the institutional funding pipeline.
- Maintain well-organized records of past and current development and stewardship written materials.

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
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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.