DEVELOPMENT MANAGER

Location: Orlando, FL
Employment Type: Full-Time
Reports To: Vice President of Philanthropy & Marketing
Salary Range: $50,000 - $55,000

A Gift for Teaching (AGFT) is Central Florida's primary source of free school supplies for teachers and the students who need them most. We serve public schools in Orange and Osceola counties by providing educators with essential learning tools—completely free—so every student can thrive in the classroom. Rooted in compassion and community, AGFT continues to grow and evolve to meet the changing needs of local schools. Through innovative programs and strong partnerships, we're expanding our reach to support even more educators, students, and schools in underserved neighborhoods. Learn more at www.AGiftForTeaching.org.

POSITION OVERVIEW

The Development Manager plays a key role in advancing A Gift for Teaching's mission by cultivating meaningful relationships with donors and strengthening the organization's philanthropic impact. Reporting to the Vice President of Philanthropy & Marketing, this position leads donor stewardship, annual and planned giving initiatives, prospect management, grant administration, and fundraising operations to support sustainable revenue growth. The Development Manager works closely with organizational leadership to enhance donor engagement, steward philanthropic investments, and ensure data-driven fundraising strategies that support AGFT's long-term mission and impact.

KEY RESPONSIBILITIES

Donor Stewardship & Annual Giving

- Collaborate with the VP of Philanthropy & Marketing to implement AGFT's donor stewardship strategy, ensuring timely, meaningful, and personalized donor communications.
- Manage donor acknowledgment processes, recognition opportunities, impact reporting, and stewardship activities.
- Support annual giving initiatives, recurring giving programs, donor renewal efforts, and communication strategies to strengthen donor retention and engagement.

Planned Giving & Prospect Management

- Coordinate and grow AGFT's planned giving initiatives.
- Conduct prospect research to identify opportunities for donor cultivation.
- Track donor engagement, planned gift documentation, and moves management activities within the CRM.
- Coordinate and grow AGFT's recurring giving program
- Assist the Community Engagement Manager with volunteer donor prospecting

Development Operations & Grants

- Produce donor analytics, campaign reports, and pipeline tracking to support strategic decision-making.
- Provide grant writing support as needed.
- Gather and analyze organizational data to support grant proposals, donor reports, and fundraising initiatives.

WHAT WE'RE LOOKING FOR

- Bachelor's degree in Nonprofit Management, Business, Communications, Marketing, or a related field (or equivalent experience)

- 3–5 years of experience in fundraising, donor relations, nonprofit development, or a related field
- Experience managing donor databases/CRMs and maintaining accurate records and reporting
- Strong organizational and project management skills with the ability to manage multiple priorities and deadlines
- Excellent written, verbal, and interpersonal communication skills with the ability to build meaningful relationships with donors and stakeholders
- Experience with prospect research, donor stewardship, annual giving, grants, or planned giving is preferred
- Strong analytical skills with the ability to interpret fundraising data and prepare reports
- Advanced proficiency in Microsoft Office and CRM/database management systems
- Highly organized, detail-oriented, and committed to maintaining confidentiality
- Passion for AGFT's mission and a commitment to delivering exceptional donor experiences
- Experience with Asana, and incorporating generative AI tools into daily workflow preferred

WHY JOIN AGFT?

When you join our team, you're not just starting a job—you're becoming part of a mission-driven community that's passionate about making a real difference in local classrooms. Here's what you can expect when you work with us:

- **A meaningful mission.** Every role at AGFT directly supports teachers and helps students in under-resourced schools thrive.
- **A collaborative culture.** You'll join a supportive, creative team that values teamwork, innovation, and shared success.
- **Professional growth.** We offer opportunities for learning and development so you can grow along with the organization.
- **Work-life balance.** We understand life outside of work matters too, and we strive to create a flexible and people-first environment.
- **A fun, purpose-filled workplace.** We bring energy and joy into everything we do.

Plus, we offer competitive pay and benefits to support your well-being—because caring for our team is just as important as caring for our community.

HOW TO APPLY

Please send your resume and a brief cover letter outlining your interest in the role to Emma Smith at Emma@agiftforteaching.org

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Equal Employment Opportunity A Gift for Teaching does not discriminate on the basis of race, creed, color, religious belief, gender, sexual orientation, age, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in its programs and activities.

Americans with Disabilities Act Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.