



Job Title: Manager of Development Operations

Team: Development and Communications

Start Date: Immediate

OUR STORY

Blue Engine is a New York City-based education nonprofit founded in 2010 to dramatically improve academic achievement for students in historically oppressed communities. We help schools restructure the classroom with trained teams of teachers who provide daily, differentiated instruction for students in Algebra and English/Language Arts classes.

In 2010, Blue Engine launched in-school programming with an inaugural cohort of 12 Blue Engine Teaching Apprentices (BETAs): AmeriCorps service members who spent a single year tutoring small groups alongside two classroom teachers in Washington Heights. Blue Engine reached a total of 186 students that first year. Blue Engine has grown tenfold since, partnering with 9 schools across Manhattan, Bronx and Queens, supporting 72 BETAs to serve alongside 24 classroom teachers, and serving over 1,800 in 2018-19. This growth is fueled by results – Blue Engine is moving the needle on college readiness for large percentages of students in our partner schools. Students in Blue Engine classrooms have experienced up to 7 additional months of learning in a single school year. Additionally, Blue Engine is starting to innovate on our implementation model as we prepare for scale.

The core of what we do is to unlock human potential through strong human relationships. By creating learning environments where students are seen for who they are, what they need, and what they want to become, we create the classroom conditions that enable students to thrive.

Team

The Blue Engine Development team raises private revenue from institutional, individual, and corporate funders. This year, the Development Team will raise \$3.8M in private revenue. Blue Engine is fortunate to have performance-based, social impact funding partners such as Robin Hood Foundation, Michael and Susan Dell Foundation, Tiger Foundation, Heckscher Foundation for Children, and Carnegie Corporation of New York.

The Role

This role is critical to ensure the Development team functions optimally and meets ambitious goals to support Blue Engine's multi-year growth strategy. The Manager of Development Operations will set up and maintain the Dev Ops culture and will be responsible for creating and managing the systems and processes to operationalize fundraising across all revenue sources.

This person will be the expert on all Development systems and effective team functioning, including overseeing database and donor information systems, gift acknowledgement and activities related to donor cultivation, stewardship, and prospecting. This includes: maintaining up-to-date donor records, providing key revenue reports and analytics in a



timely manner, tracking and fulfilling compliance requirements, conducting prospect research, developing meeting briefs, and organizing team meetings.

The ideal candidate is organized, motivated, resourceful, experienced in process improvement, and comfortable working in a fast-paced environment with many different stakeholders. The Manager of Development Operations must be a strong project manager who leverages high-quality operations and strong interpersonal skills to drive team success.

PRIMARY RESPONSIBILITIES & OUTCOMES

Operations - Database Management & Reporting

- Create systems for internal development operations, prospect research, progress to goal tracking, historical fundraising data, and fill data requests as needed
- Perform database administration tasks including: creating and updating records within Salesforce and running quality control reports to ensure data accuracy and integrity within the Salesforce system
- Develop recommendations to drive fundraising activities using quantitative and qualitative inputs
- Build, manage, and synchronize a donor and prospect pipeline tracking tool to secure gifts from new donors
- Work with Finance team to ensure giving information flows between departments in a clear and timely manner

Fundraising Support - Donor Cultivation, Stewardship & Prospecting

- Track, prioritize, and hold the team accountable for delegated tasks and project milestones to meet fundraising goals
- Mastermind the Development calendar and meeting schedules, both internal and external, to optimize the time spent executing the fundraising strategy
- Partner with CEO and VP to create robust stewardship plans for top donors and prospects, including new name identification for Major Donors
- Conduct research, prepare briefs, and develop other written materials on behalf of the team to advance key prospects and high-potential opportunities
- Manage the entry, reconciliation, and acknowledgement process for all gifts in a timely and appropriate manner

Collective Responsibilities - *As a member of the Blue Engine team, staff members are expected to fulfill responsibilities that allow our organization to make an impact on student outcomes, do our work, make decisions, grow as professionals, and strengthen our team culture. This includes, but is not limited to:*

- Volunteering at org-wide events
- Participating in BETA selection and onboarding
- Fulfill responsibilities that allow our organization to operate effectively, including office operations and HR
- Upholding and living out our Core Values and commitment to Diversity, Equity and Inclusiveness

Who We Need



Our belief in teams extends beyond the classrooms; we fundamentally believe that we are better together than we are as individuals. Our team supports one another to reflect, improve, and push our individual and collective practice to new levels. We are looking for someone who will bring their ideas, experience and perspective and - as important - someone who has a natural sense of curiosity, has a desire to learn and thrives in cultures that foster open and honest feedback. We are looking for a dedicated, self-aware, smart person who genuinely wants to work with a team of similarly smart, dedicated and self-aware people!

Blue Engine needs a Manager of Development Operations who is driven; demonstrates exemplary professional behavior and values; and is resourceful, responsible, tenacious, independent, and honest. We are looking for a person with exceptional organizational skills which will allow them to manage systems and effectively communicate with internal and external stakeholders.

Specifically, we are searching for an individual who possesses the following:

- A minimum of 3 years of professional experience
- Excited to design and build operational systems and tools from scratch
- Strong organizational and project management skills
- Adaptive and quick learner who is comfortable working across multiple platforms
- Ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Keen understanding of the beliefs, contexts, and motivations of others
- Motivated by achieving results through others, managing up and laterally, to reach outcomes
- Ability to operate with purpose, urgency, and accuracy in a fast-paced, deadline-driven environment; zero balls dropped
- Appetite for working through ambiguity and leading through change
- Is reflective, open to feedback and demonstrates a growth mindset
- Familiarity with CRMs such as Salesforce, a plus

COMPENSATION

Salary and benefits will be competitive and commensurate with experience. Blue Engine employees are provided comprehensive benefits, including six weeks paid time off.

TO APPLY

Applicant should submit a resume and a cover letter using [THIS LINK](#). The review of applications will begin immediately and continue on a rolling basis.

OUR APPROACH TO DIVERSITY, EQUITY AND INCLUSIVITY



Blue Engine is more than an “equal opportunity employer.” We acknowledge the roles we play as educators and leaders in the systems of oppression and racism that exist in our city, our communities, and our classrooms, and strive to become an actively anti-racist organization. We do this first by articulating the value of diversity, inclusivity, and equity as separate yet interwoven concepts; we evaluate decisions and policies through the lens of diversity, inclusivity, and equity; we pursue opportunities for continued learning about how historic and current systems of oppression manifest in individuals and organizations; we strive to increase our collective awareness of the cultural values, biases, and differences in self and others; we utilize skills of interruption to bring to bear cultural breaches along the lines of diversity, inclusivity, and anti-racism and combine these approaches to embrace and resolve conflict while fostering growth. We make this commitment because we know it enables us to more meaningfully connect with each other, our students, and the communities in which we work.