

Job Description: HEAD OF DEVELOPMENT

The International Commission on Financing Global Education Opportunity—also known as the Education Commission—is a global initiative encouraging greater progress on Sustainable Development Goal 4 – ensuring inclusive and quality education and promoting lifelong learning for all. The Commission is helping to create a pathway for reform and increased investment in education by mobilizing strong evidence and analysis while engaging with world leaders, policymakers, and researchers. This includes work on innovative financing (including the International Finance Facility for Education (IFFEd)), technology and new models of learning, teachers and the education workforce, systems that deliver results, and cross-sectoral action to address the needs of the whole child. Members of the Commission include former heads of state, government ministers, three Nobel laureates, and leaders in the fields of education, business, economics, development, health, and security. Learn more [here](#).

Over the past five years, the Commission has evolved from an organization that delivered a groundbreaking report to one that turns big ideas from the report into results on the ground through analysis, action, and amplification. Building on insights developed and cross-sectoral coalitions we've created, we are working with our partners to evolve and meet this moment by establishing **the Learning Generation Institute**. This new entity will continue the Commission's work and provide a stronger institutional platform to make the ambition of translating bold, evidence-based ideas into action a reality around the world. We are looking for a fundraising manager to join us during this transition.

The Commission seeks a full-time Head of Development position. BIPOC candidates are encouraged to apply.

Key duties include:

- Coordinate fundraising from the Commission, including outreach to new potential donors, preparation of proposal and other “pitch” materials
- Coordinate the development, design, production, and distribution of high-quality resource mobilization materials for funders and prospects
- Support fundraising efforts by the Education Commission's Executive Director including raising core funding to support the development of a research-into-action institute
- Participate in team meetings to identify needs; work with comms team to implement creative marketing and fundraising solutions
- Research and identify new donors/opportunities, maintain relations with current funders, and create and maintain prospect files
- Leverage internal CRM platform including logging of all calls, meetings, and relevant funder updates to ensure all updates and follow-ups are properly tracked
- Plan fundraising initiatives to help the Commission meet financial goals
- Raise awareness of the Education Commission through communications-related campaigns, outreach, writing (blogs, etc.)

Required qualifications:

- 8+ years of relevant experience, including successfully managing / developing successful resource mobilization campaigns, donor management, and pipeline development
- Superior written, verbal, and presentation skills
- Strong communications skills, detail-oriented, and able to work as a member of a global team
- Ability to work independently while managing one's own schedule effectively and remaining responsive to both internal and external requests
- A passion for education, children, and sustainable development
- Proficient computer skills
- Excellent working knowledge of all social media platforms
- Enthusiasm, dedication, creativity, and a willingness to have fun
- Experience in fundraising and donor relations
- Language: English fluency a must. Additional languages preferred.
- Experience using Salesforce (required), Asana, Microsoft SharePoint, Mailchimp

Interested?

Please send a CV and cover letter to jobs@educationcommission.org by Friday, May 6, 2022.

