



Coordinator, Development Operations

The Organization

DC Public Education Fund (DC Ed Fund) is the philanthropic partner to DC Public Schools (DCPS), raising private dollars to accelerate the district's most innovative and high-impact initiatives. Over the past decade, DC Ed Fund has raised more than \$225 million from foundations, businesses, and individual donors to seed catalytic ideas, pilot new approaches, and scale solutions that improve outcomes for students and educators across the city. By serving as a trusted partner to DCPS, DC Ed Fund helps the district move faster, test bold ideas, and strengthen programs that respond to real-time needs in schools. Our work sits at the intersection of public education, philanthropy, and innovation, positioning us to drive meaningful, systems-level impact.

DC Ed Fund is at a pivotal moment, building toward its next phase of impact by scaling proven work while continuing to innovate alongside DCPS. We are seeking a Coordinator, Development Operations to join a small, high-impact team and ensure our development, stewardship, and grants infrastructure is strong, effective, and aligned to our mission.

The Role

The Coordinator, Development Operations will support DC Ed Fund's fundraising and donor engagement efforts by helping manage development operations, stewardship activities and events, and develop program concepts. This role will work closely with the team to coordinate donor communications, organize school-based engagement opportunities, and ensure smooth operational processes that support fundraising initiatives.

In addition to development operations, the Coordinator will manage a small portfolio of grants and support procurement activities related to grant-funded initiatives in DC Public Schools. This role is ideal for someone who is highly organized, enjoys managing multiple projects, and is interested in gaining experience across fundraising, events, and nonprofit operations.

Location: Our team is currently working a hybrid model of in-person and virtual, and the expectation is that this role would be on-site at least two days per week.

Reports to: Director, Development & Program Strategy

Core Responsibilities

1. Development Operations & Donor Stewardship (45%)
 - Support day-to-day development operations, including tracking donor engagement activities, maintaining donor records, and supporting fundraising initiatives.
 - Maintain accurate donor and prospect data in the organization's CRM and assist with gift processing and acknowledgment.
 - Conduct prospect research and prepare briefing materials to support donor meetings and engagement opportunities.
 - Assist with the preparation of fundraising proposals, reports, donor updates, and materials for board meetings or external stakeholders.
 - Support stewardship efforts by coordinating donor communications and ensuring timely follow-up on engagement activities.
 - Support the creation of fundraising collateral and donor materials to align program priorities with funder interest.



2. Events & Donor Engagement (25%)

- Coordinate logistics for donor engagement opportunities, including school visits, tours, and small events that connect funders with DCPS programs.
- Support planning and execution of fundraising and stewardship events, including managing vendor coordination, scheduling, and event communications.
- Work closely with internal teams and DCPS partners to ensure events are well-organized and impactful for participating donors and stakeholders.
- Assist with day-of-event coordination and follow-up communications with attendees.

3. Grant Coordination & Procurement (20%)

- Manage a small portfolio of grants supporting DCPS initiatives, including tracking grant budgets, milestones, and reporting requirements.
- Coordinate procurement and disbursement activities related to grant-funded purchases and vendor contracts.
- Liaise with DCPS teams and vendors to ensure grant-funded activities are implemented effectively and in compliance with Ed Fund policies.
- Support grant reporting by gathering program updates, financial data, and outcomes from relevant stakeholders.

4. Communications & Team Operations (10%)

- Provide light support for development communications, including drafting newsletters, donor updates, or social media content.
- Assist with internal coordination such as scheduling meetings, preparing materials, and maintaining records related to fundraising initiatives.
- Collaborate with colleagues across the team to improve processes and ensure smooth coordination of development and operational activities.

Core Competencies & Leadership Attributes

- **Detail-Oriented Organizer:** Maintains accurate records, manages multiple priorities, and ensures development operations run smoothly.
- **Project Coordinator:** Plans and executes projects, events, and operational tasks with clear timelines and strong follow-through.
- **Service-Oriented Communicator:** Approaches interactions with responsiveness and professionalism, ensuring donors, partners, and colleagues have a positive and well-supported experience.
- **Collaborative Team Player:** Works effectively across teams and communicates clearly to contribute to a supportive, solutions-oriented environment.
- **Proactive Problem Solver:** Anticipates needs, takes initiative, and identifies solutions that improve processes and outcomes.
- **Mission-Driven Contributor:** Brings a commitment to advancing educational opportunity in Washington, DC, through the work of DC Ed Fund.



Requirements

Experience & Qualifications

- Bachelor's degree or equivalent experience.
- Approximately 2–4 years of professional experience, preferably in nonprofit operations, fundraising, project coordination, or program management.
- Strong organizational and project management skills, with the ability to manage multiple priorities simultaneously.
- Excellent written and verbal communication skills, with strong attention to detail.
- Proficiency in Microsoft Excel, Word, Outlook, and PowerPoint.
- Ability to work both independently and collaboratively in a fast-paced environment.
- High level of initiative, responsibility, and follow-through.
- Strong interpersonal skills and the ability to work effectively with diverse stakeholders.

Preferred Skills and Experience

- Experience supporting fundraising, donor engagement, or development operations.
- Familiarity with CRM systems or donor databases.
- Experience supporting events, convenings, or stakeholder engagement activities.
- Experience with grant coordination, reporting, or procurement processes.
- Experience working directly in education or at an education/youth-focused non-profit.
- Interest in education policy, philanthropy, or nonprofit operations.

Compensation & Benefits

DC Ed Fund is committed to creating a flexible and dynamic work environment that supports excellence. We are committed to developing our team as collaborative and thoughtful leaders, and providing opportunities for growth along with excellent benefits to ensure that we attract and retain great people.

- Compensation range: \$68,000- \$76,000 annually. *Salary will be commensurate with background and experience. We typically hire within the lower portion of the salary band to allow for growth over time; most new hires should expect compensation in the lower to mid range of this band.*
- Excellent healthcare benefits including 20 weeks paid parental leave and free membership to One Medical, Talkspace, and Teladoc (additional details provided upon request).
- Retirement plan and 5% 401K match.
- Monthly transit benefit of \$100.
- Monthly Health and Wellness Stipend.
- Paid leave, including 18 vacation days a year, as well as sick time, personal days, and holidays. The DC Ed Fund is off for the week between Christmas and New Year's for Winter Break, as well as during July 4th holiday for summer break.
- Professional development opportunities and stipend allowance.

DC Ed Fund is an Equal Opportunity Employer and has a strong commitment [to Diversity, Equity, and Inclusion \(DEI\)](#).

To Apply: Send your resume and cover letter to careers@dcedfund.org