



DonorsChoose.org is Hiring!

Organization: DonorsChoose.org

Location: New York, NY

Position Announcement: Program Associate, East Region & Mobilization Marketing

Organizational Overview: DonorsChoose.org is a simple way to fulfill needs and foster innovation in public schools. At this nonprofit website, public school teachers submit their best ideas for materials and experiences that their students need to learn—everything from a classroom library, to basketballs, to a field trip to the zoo. Any individual can search by areas of interest, learn about classroom needs, and fund the projects they find most compelling. All donors then hear back from the classrooms they chose to help.

Since its inception, citizen philanthropists from 50 states and 10 countries have funded more than 88,000 classroom projects at DonorsChoose.org, channeling over \$35 million of resources to students in low-income communities. Recognition of DonorsChoose.org includes the Nonprofit Innovation Award given by Stanford Business School and Amazon.com; the Fast Company Social Capitalist Award; a Global Technology Laureate from the TECH Museum of Innovation; and selection by Ashoka. Major supporters include eBay founder Pierre Omidyar, Yahoo! co-founder David Filo, venture capitalist Vinod Khosla, and Netflix founder Reed Hastings.

Position Overview: The East Region of the Partnerships & Development Team is tasked with delivering \$4 million in resources into classrooms from South Carolina to Maine this school year. We work with companies, foundations and individual donors to achieve these goals. At any given time, our lean team of five staff is managing 150+ different partnerships and bringing thousands of donors to our website. This position is a unique opportunity to be part of an innovative, fun, high-profile and rapidly growing organization that is changing the face of philanthropy and the education of students from low-income families.

Responsibilities include but are not limited to: To achieve our aggressive goals, this person will work on the following:

Corporate & Foundation Partnership Administration (80% of role)	
Research	<ul style="list-style-type: none"> - Identifying and researching potential partners with online database tools - Cataloging research in our CRM database, Salesforce.com
Meeting & event preparation	<ul style="list-style-type: none"> - Assembling materials for external meetings with partners - Coordinating logistics, assembling materials and managing administrative follow up for monthly Corporate Volunteer Program sessions
Proposal and grant writing	<ul style="list-style-type: none"> - Writing and assembling compelling proposals and grants for foundations and corporations
Project management for grants	<ul style="list-style-type: none"> - Developing project plans with activities and timeframes for each corporate and foundation partner in Excel, and executing the project plans - Managing the production of philanthropic GivingCards for partners - Submitting and monitoring requests to the technology team to launch and update website-based programs for partners

	<ul style="list-style-type: none"> - Overseeing efficient spend-out of grant funds and assembly of classroom feedback for donors
Quantitative reporting	<ul style="list-style-type: none"> - Independently structuring, analyzing and manipulating DonorsChoose.org data for grants, media requests, board meetings, etc. - Monitoring software updates and managing databases for the region
Collaboration, administration and management	<ul style="list-style-type: none"> - Collaborating across regional and national teams to share best practices and inform the systems and processes that will influence the future of DonorsChoose.org - Providing general administrative support to Vice President and Executive Director, along with East team, which could include mailing invitations to Open Houses, copying and assembling materials etc. - Continuously tracking all contacts, leads, notes, and funding opportunities in SalesForce.com - Training and coordinating interns and volunteers
Mobilization Campaigns (10% of role)	
	<ul style="list-style-type: none"> - Managing one or more large-scale mobilization campaign(s), such as Social Media Challenge, Mustaches for Kids or Great Give-Back Birthday.
External Events, Meetings and Presentations (10% of role)	
	<ul style="list-style-type: none"> - Corporate Volunteer Program: Short presentations about our organization to small groups of corporate volunteers on a quarterly basis - Partnership meetings: Occasional opportunities to accompany East team members on partnership meetings - Special events: Represent DonorsChoose.org at occasional external events (fundraisers, open houses, networking events etc.)

Qualifications: The right candidate is motivated by our mission and by our entrepreneurial goals-driven culture. We seek a team player who is/has:

- Bachelor's degree or equivalent experience required
- College graduate and up to three years of work experience
- Highly organized, detail-oriented, focused, results driven, and motivated by project management
- Able to coordinate multiple projects simultaneously
- Strong with verbal and written communications
- A problem-solving orientation, a customer-service orientation, and strong analytical skills
- Comfortable with tasks relating to administration and office management
- Adept with Microsoft Outlook, Word and Excel, and willing to learn new programs
- Desire to work in a fast-paced, startup-like environment with aggressive growth plans

Compensation: DonorsChoose.org offers a competitive salary with excellent benefits, which include health, dental, and vision coverage; a non-contributing 401K plan; and 5 weeks paid vacation plus national holidays.

To apply: Please email a resume and thoughtful cover letter, addressed to Katie Bisbee, to eastjob (at) donorschoose (dot) org. In your cover letter, outline how your skills and experience meet the qualifications of the position, state how you heard about this opportunity, and state your salary requirements. Include "East Region Program Associate" in the subject line. Applications will be reviewed on a rolling basis. No calls please.

DonorsChoose.org is an equal opportunity employer committed to developing the skills and leadership of people from diverse backgrounds.