



***Position Description: E3 Alliance Development Manager***  
***Classification: Professional - Full Time, Exempt***  
***Direct Supervisor: E3 Alliance Senior Director of Development***

## **About E3 Alliance**

E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

**Our Core Values:** Trustworthy | Resolute | Collaborative | Intentional

E3 Alliance is an equal opportunity employer and has a Best Place for Working Parents 2026 designation for the 6th year in a row.

At E3 Alliance, we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers the flexibility of working remotely or coming into an office, with some in-person meetings required. All staff must live in the greater Austin area.

## **Role Overview**

The **Development Manager** is a key member of the Development Team and leads E3 Alliance's individual and corporate donor engagement to secure revenue and future sustainability. The Development Manager is responsible for securing revenue for E3 Alliance by managing and expanding a portfolio of corporate and individual donors. This role will execute a disciplined, data driven moves management strategy to maintain and expand existing relationships with portfolio revenue goals, secure new donors, and create a pipeline of prospects for future philanthropic support to align with E3's mission, vision, and strategic direction.

## **Core Responsibilities**

### **Revenue & Portfolio Management (Primary Accountability)**

- Manage a portfolio of individual and corporate donors, maintaining accurate, up-to-date information on donor relationships, giving history, accomplishments, and strategic funding opportunities.
- Design, implement, and execute tailored donor engagement and cultivation strategies that advance relationships toward solicitation, increased giving, and long-term, multi-year commitments.

- Drive revenue growth by strategically moving donors through the development cycle – from engagement to solicitation to stewardship.
- Meet or exceed established performance goals related to:
  - New donor acquisition and qualification
  - Total funds raised
  - Donor retention and gift upgrades
  - Securing and stewarding multi-year commitments

### **Moves Management & Donor Engagement**

- Conduct research on current and prospective donors to develop comprehensive donor profiles, corporate performance reports, and other relevant intelligence within the CRM.
- Provide analytical and data support for the active moves management of current and prospective donors throughout the cultivation and stewardship cycle.
- Execute a disciplined moves management approach, including:
  - Monthly portfolio reviews and pipeline tracking
  - Consistent proposal development and solicitation cadence
- Lead preparation for donor meetings by developing clear engagement strategies, briefing materials, and post-meeting action plans to advance relationships.
- Ensure all donor interactions, strategies, and outcomes are accurately and timely documented in the CRM (DonorPerfect), maintaining high standards of data integrity and reporting accuracy.

### **Individual & Corporate Giving Strategy**

- Develop, in collaboration with the Senior Director of Development, a giving strategy for major gift giving and corporate philanthropy.
- Build, grow, and manage E3's individual donor program, including the identification, cultivation, solicitation, and stewardship of current and prospective major gift donors.
- Lead the corporate partnership strategy to secure sponsorships, unrestricted support, and sustainable, long-term partnerships.
- Own revenue generation for key organizational events (e.g., E3 Summit), ensuring sponsorship and fundraising targets are achieved or exceeded.

### **Pipeline Development & Prospecting**

- Proactively identify and qualify new prospects to ensure a portion of the donor portfolio is new or actively being cultivated.
- Conduct donor and prospect research and leverage internal and external networks to expand and diversify E3's funding base.
- Lead and conduct strategic cultivation conversations to assess donor interests, align philanthropic priorities, and generate interest for program-specific and organizational funding opportunities.

### **Cross-Functional Leadership & Case Development**

- Collaborate across all programs within E3 teams, Program, Research, and Communications teams, as well as CEO's office to translate E3's work into compelling, fundable narratives and their priority for funding.

- Contribute to the development and ongoing refinement of E3's case for support, ensuring alignment between donor priorities, organizational strategy, and the organization's overall mission and multi-year strategic plan.
- Partner with senior leadership to strategically engage high-priority donors and organizational funders, supporting tailored outreach, cultivation, and solicitation strategies.

### **Planning, Forecasting & Performance Management**

- Contribute to the development and execution of the Annual Development Plan and support alignment with E3's multi-year Strategic Plan.
- Maintain weekly and monthly reports of data integrity, projects, and potential risks for continual revenue forecasting.
- Leverage data, metrics, and performance insights to continuously refine fundraising strategies, improve results, and strengthen accountability.

### **Qualifications:**

#### Education

- BA from an accredited college or university OR equivalent professional experience required. Candidates without a degree should have 6+ years of relevant experience with a demonstrated track record of securing major gifts and managing donor portfolios.

#### Experience

- 4–7+ years of experience in fundraising, sales, business development, or a related revenue-generating role (6+ years preferred in lieu of a degree)
- Demonstrated success managing a donor or client portfolio and meeting or exceeding revenue targets
- Proven experience securing gifts or closing deals, including direct solicitation/ask experience
- Experience managing the full relationship lifecycle: prospecting, qualification, cultivation, solicitation, and stewardship
- Experience using a CRM system (e.g., DonorPerfect, Raiser's Edge, Salesforce, HubSpot) to track pipeline, activity, and outcomes
- Experience developing tailored proposals, presentations, and donor communications
- Experience managing multiple priorities in a fast-paced, goal-oriented environment

#### Preferred Qualifications

- Experience securing corporate partnerships and/or sponsorships
- Experience building or scaling an individual major donor program
- Experience identifying and qualifying new prospects to grow a donor pipeline
- Experience supporting or leading fundraising campaigns (annual, major gifts, or capital campaigns)
- Experience working cross-functionally with program, communications, and executive leadership teams
- Experience translating complex data or programmatic work into compelling external messaging
- Experience working in education, workforce development, or systems-change nonprofit environments

## Required Specific Skills

- **Closing & Revenue Ownership:** Demonstrates confidence and effectiveness in making direct asks, handling objections, and securing philanthropic commitments that meet or exceed revenue goals
- **Pipeline Discipline & Portfolio Management:** Maintains an active, organized portfolio with clear next steps for all prospects; consistently moves donors through the pipeline toward solicitation and renewal
- **Strategic Relationship Management:** Builds and deepens relationships with donors and partners while maintaining a clear focus on advancing funding outcomes, not just engagement
- **Compelling Communication & Storytelling:** Translates complex data and systems-level work into clear, persuasive narratives tailored to diverse audiences (corporate, individual, and institutional donors)
- **Prospecting & Opportunity Creation:** Proactively identifies, qualifies, and initiates new donor relationships; demonstrates initiative in expanding the funding pipeline rather than relying solely on existing networks
- **Data-Driven Decision Making:** Uses CRM data, reporting, and performance metrics to prioritize efforts, refine strategy, and improve fundraising outcomes
- **Execution & Follow-Through:** Demonstrates strong project and time management with consistent follow-up, attention to detail, and ability to manage multiple priorities without dropping momentum
- **Cross-Functional Influence:** Effectively partners with internal teams to gather information, shape proposals, and align donor opportunities with organizational priorities—without over-reliance on others

## Compensation and Benefits

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

### Salary Range: \$75,000-\$82,000

- Salary based on experience and expertise
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

**To be considered for this position applicants must complete both of the following steps:**

- [Submit an ACC application](#), includes uploading your resume and a compelling cover letter
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)