



## The School Mindfulness Project is Hiring

**Position:** Development Manager

**Hours:** Part Time, 20 hours per week

**Salary:** \$25hr/\$25,000 annually

**Benefits:**

- Flexible Monday-Friday Schedule
- Remote work environment
- Free Mindfulness Immersion Training

This position can be held remotely and virtually until it is deemed safe to interact in person. Once in-person meetings resume, grant writing and some administrative responsibilities can continue remotely, while in-person attendance at organizational and developmental meetings will be required.

**Website:** <http://www.schoolmindfulness.org>

### Organization Mission and Vision:

The School Mindfulness Project, (SMP) is a Philadelphia non-profit that serves to enhance the physical, behavioral and academic wellbeing of Philadelphia's underserved school communities. Through the provision of our five-phase program model of school-based mindfulness and yoga we educate whole-school communities (teachers and students alike), systemically integrating programming into a school's culture, while enabling the practice to become truly sustainable. The members of our organization are dedicated in their aim to level the playing field in education to yield opportunities that have historically been inaccessible for our underserved students.



Our immediate mission is to support students and staff in our school communities by providing tools and services that allow for improved self-regulation and school-wide shifts in climate. By improving a school's communal climate, as well as enhancing teachers' and students' ability to self-regulate, we can cultivate classroom learning environments that can more readily nurture the kind of skillful choice-making that can support successful short and long term academic outcomes for students.

Because SMP's program empowers school communities to integrate programming into their existing curricula, programming and its benefits endure beyond the period of on-site program implementation, enabling matriculating students to take their new skills with them into successive academic years, adolescence and adulthood, becoming pillars of the practice for themselves and their communities, in and out of the classroom. Whether students return to SMP and become SMP educators or take their skill set to the workforce, college, family life or beyond, they will be equipped and supported for success.

## Job Description:

This is an ideal opportunity for an experienced development associate, seeking a part time leadership position with a growing mission driven organization. This individual will be responsible for grant writing, development activities and administrative oversight as it pertains to grants management across all stages, including the identification of funders, execution and submission of grants, acknowledgements, reporting and tracking.

This person plays a vital role in securing funding for SMP programming through grant writing, while also cultivating relationships and nurturing opportunities for



present and future awards through outreach to local and national foundations, corporations and individual donors. As such, this role requires the ability to provide and execute a multi-year development plan which includes annual, major gift, event and other development campaigns.

Qualified candidates can expect to fulfill the following job duties in addition to those stated above:

- Obtain grants/funds at budgeted level of \$200,000-\$600,000 annually—administering and executing all aspects of grant making from sourcing through to writing, submissions, acknowledgements, tracking and reporting.
- Administer SMP's donor database management system (Kindful), optimizing all aspects of the fundraising software.
- Develop and implement a corporate sponsorship/giving program
- Collaborate with SMP Marketing Team to design and implement a calendar based annual giving campaign.
- Collaborate with SMP marketing team to ensure social media can support and maximize ability to achieve all fundraising goals.
- Develop and implement a Major Gifts program
- Develop and enhance donor relations including identification, engagement, cultivation, solicitation, and stewardship of donors.
- Collaborate with SMP Marketing team to develop and enhance relationships with Yoga Studio Partners
- Provide grant applications to CEO and/or volunteer editors for timely review prior to submission of grant applications.
- Attend Board meetings up to six times per year, providing reports of fundraising, grant writing and development activities.



- Maintain communication with all arms of the organization, including the fundraising, marketing, and program and research committee as related to development and fundraising.
- Maintain seat on SMP's fundraising committee, coordinating fundraising committee meetings, reporting to the committee, acting as liaison between committee and SMP Board.
- Identify, screen and administer volunteers to support development manager's and fundraising committee's fundraising and development responsibilities.
- Modify fundraising plan on an annual basis to support optimal organizational growth
- Oversee and administer SMP general email box
- Participate in organization-wide fundraising and development-based activities.

## Qualifications:

- Bachelor's degree with a minimum of 3 years grant writing and development experience with a non-profit organization, preferably in Philadelphia.
- Demonstrated success and expertise in grant writing and securing grant funding.
- Experience identifying and writing government and Private foundation grants
- Excellent interpersonal, organizational and planning skills.
- Must be self-motivated with a high attention to detail—in conversation and in writing.
- Ability to exercise discretion with sensitive information, maintain confidentiality and prioritize responsibilities.



- High degree of computer literacy and proficiency with excel, spreadsheets, and donor-based management systems, preferably, Kindful.
- Demonstrated success in development-based donor outreach and fundraising. Three to five years of experience preferred.
- Excellent writing skills coupled with the ability to craft clear, structured compelling funding proposals.
- Keen editing skills and fine attention to detail
- Demonstrated understanding as to what makes SMP unique in its field coupled with a sincere motivation to support the populations we serve.
- Experience using online databases and other sources to locate biographical, financial, and philanthropic information.
- Ability to train, direct, manage, evaluate, and motivate staff and volunteers
- Sensitivity to issues of systemic racism, cultural diversity, social justice and trauma-informed learning.
- Understanding of the challenges faced by underserved school communities and an understanding, either experiential or learned, of the benefits of yoga and mindfulness.

## To Apply:

Please apply if you meet the stated qualifications and are motivated to help us achieve our mission of providing sustainable wellbeing to underserved school communities. Our hope is that the right candidate will prove to be a perfect fit for our organization and raise funds sufficient to transition this part time position into a fulltime position in years to come. We'd like you to be with us when we can look out across our city, county and country and see true and lasting equity in education.



Submit the following to our Founder/CEO Gail Silver at: [gail@schoolmindfulness.org](mailto:gail@schoolmindfulness.org)

- Resume
- LinkedIn profile link (if applicable)
- Cover letter
- Writing sample
- Three references