



Job Description: Development Manager

The Luminos Fund, a fast-growing international non-profit bringing education opportunities to the world's most vulnerable children, seeks an experienced Development Manager to support our fundraising and donor stewardship efforts. The ideal candidate is a collaborative team-player with a strong client service focus who is adept at relationship management, strategic thinking, research, and writing. The Development Manager will collaborate closely with senior leadership to track progress on and execute strategy for some of the Luminos Fund's most important donor relationships.

This full-time position will be based in Boston, MA and report to the Director of Communications and Development. The role may involve some travel, including to challenging contexts in low-income countries.

About the Luminos Fund

The Luminos Fund (www.luminosfund.org) believes that no child should be denied the chance to learn. Launched in 2016, Luminos was founded to scale up the Second Chance program, an accelerated learning program that enables children who have been kept out of school by crisis or poverty to catch up to grade level and return to learning – all in 10 months. A registered 501(c)(3) non-profit, we operate programs in Ethiopia, Liberia, and Lebanon, where we work with Syrian refugees. To date, we have helped over 136,502 children secure a second chance to learn.

As the world returns to school following the COVID-19 pandemic, Luminos is rising to meet the moment – launching new country programs and developing new ways of delivering at scale. With as many as 24 million additional children expected not to return to school, our mission is more important than ever.

Luminos launched with a strategic commitment from the Legatum Foundation in 2016. Since then, a series of premier philanthropic organizations have joined our cause, including UBS Optimus Foundation, Dubai Cares, Cartier Philanthropy, and a growing community of high-net-worth individuals. Luminos has been recognized for its achievements globally, receiving the WISE Award in 2017 and the HundrED Education Innovation Award for the last four years.

Duties and Responsibilities

Research, Qualification, and Cultivation

- Conduct research to identify prospective donors including foundations, individuals, and others, working closely with colleagues across the organization to identify areas of opportunity
- Create engagement strategies for a targeted portfolio of prospects and donors
- Serve as the primary liaison to key contacts through ongoing engagement and communication
- Participate in meetings and calls, prepare presentation materials, and coordinate follow up activities with donors and prospects
- Support fundraising by Luminos CEO, senior leadership, and board members by providing briefing documents, pitch decks, and meeting/communication coordination as required

Proposal Writing and Reporting Support

- Write high-quality grant proposals, managing multiple deadlines and working collaboratively with other areas of the organization (e.g., Programs, Finance) to develop supporting information
- As required, support the Programs team on donor reporting requirements



Donor Stewardship

- Develop and manage donor engagement strategies, with a goal of exceeding donors' expectations and maximizing renewals
- Plan and coordinate stewardship activities (e.g., site visits, leadership touch points, events)
- Liaise with Communications team to identify and coordinate stewardship opportunities through communication platforms, public relations, and social media

Organizational and Pipeline Support

- Engage in open, frequent communication with teammates to support the Luminos Fund's overall fundraising strategy and progress to goal, and to share best practices and lessons learned
- Maintain accurate, timely records in Salesforce to track donor touch points and communication, grant and reporting deadlines, upcoming tasks, and reporting requirements

Qualifications

Required Experience

- Bachelor's Degree required
- 5+ years of professional experience in non-profit fundraising and business development, with increasing levels of responsibility and a demonstrated track record of success
- Demonstrated expertise in relationship management and client service
- Excellent writer and persuasive communicator
- Experience in a startup environment is strongly desired
- Advanced skills in Microsoft Office (especially Word, PowerPoint, and Excel) and Salesforce
- Legal authorization to work in the United States

Skills and Attributes

- Demonstrated passion for education, children, and the values of the Luminos Fund
- Self-motivated, tenacious, and polished
- Ability to juggle multiple assignments under deadline
- Strong sense of integrity, confidentiality, and discretion
- Can-do attitude: comfortable working on a small team in a frequently evolving environment
- Belief that success lies in the details
- Natural curiosity and hunger for continuous learning, including learning new technology
- Readiness to problem solve creatively, at times outside regular business hours
- Experience working with diverse constituents, teams, and colleagues
- Fluency in written and spoken English; additional language skills a plus

To apply for this role, please write to careers@luminosfund.org with a brief cover letter and your CV.

The Luminos Fund is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.