



Relationship Manager - 1.0 FTE

Location: Rise University Preparatory School, Bayview/Hunters Point, San Francisco, CA

About Rise University Preparatory School

Rise University Preparatory is an independent 9th-12th grade Christian school with a diverse community of students committed to educational excellence, equity and reconciliation.

80% of our scholars are either low-income, first generation to college, or Bayview residents. As a small school with low tuition, Rise Prep makes accessible an academically rigorous education in a loving, college-bound environment. We teach whole students so they can grow in maturity of mind and heart—to reason, create, serve and lead.

Our goal is for 100% of our scholars to get accepted into a four year university. Rise Prep's model is built on combining the power of a top-notch education with a committed long-term community to facilitate bright futures for each of our scholars and break long-held cycles of systemic injustice. Rooted in our neighborhood, Rise Prep is an outworking of God's shalom--a place where students and families of different communities, ethnicities, and socioeconomic status unite to grow academically, socially, and spiritually.

Job Summary

Full time Relationship Manager. As a Christian excited about God's justice and mercy in education, the Relationship Manager deeply understands and passionately champions the vision and mission of Rise, helping to develop our community of supporters and expand our financial base. Under the supervision of the Head of School, the Relationship Manager specifically focuses on new donor acquisition—contact sourcing, potential donor prospecting—and funneling high capacity donors to the Head of School. The Relationship Manager will also develop a portfolio of new donors and will help execute the school's fundraising strategies in collaboration with the development department. The Relationship Manager will also work with leadership to design initiatives that expand the school's reach and impact.

You'll Be Responsible For:

- Contributing to the collective annual goal of \$2.4M in 2025-2026
- Funneling new prospects with the capacity of \$10,000+ to Head of School with the goal of gaining at least \$300,000 in new revenue each year.
 - Research and create a list of potential new contacts
 - Research and systematize new prospect forecasting
 - Make 60 calls a week to possible new contact leads
- Cultivate new donors

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- Log at least 125 actions a year in donor cultivation. Actions = at least 20 minute call or 30+ minute in-person meeting; handwritten thank you note, attendance and connection at event
 - Tee up meetings with head of school for the biggest capacity donors.
 - Manage contacts in CRM and [dev team workflow methods]
- Manage your own portfolio of low and mid-tier donors
 - Cultivate and manage a portfolio of \$1M recurring donations, ensuring goals are met.
 - Provide counsel to the Head of School on donor cultivation strategies.
- Collaborate with the dev team on the school's annual fundraising events (gala, open houses, dinner parties, and advocate program) and strategies for successful outcomes.

Qualifications:

- Bachelor's degree required; Master's degree and fundraising or sales certifications preferred.
- Passionate about the mission and vision of Rise
- Exceptional level of emotional intelligence
- Well-honed relationship-building skills and the ability to connect with all types of people
- Strong organizational, communication, and leadership skills.
- Other attributes include: determined, gritty, used to working in high production environment, go-getter, high EQ, able to set goals and follow through
- Ability to work collaboratively within a team and thrive in a faith-based environment.
- Proficiency with Salesforce or other CRM tool.
- Minimum of five years of experience in nonprofit fundraising or sales, with a strong preference for experience in Christian education.
- Proven success in sales or new donor acquisition.

Physical Demands & Travel:

- Willingness to travel for donor meetings and events.
- In person in office required for minimum of half the time or equivalent of 2.5 days/wk
- Ability to participate in school activities as needed, including evening and weekend events.

Compensation

Salary ranges based on years of experience and credentials.

Application Instructions:

Interested candidates should submit a letter of interest and resume to: talent@riseprep.org. All applications will be handled with confidentiality.