



## Champion of Abundance Job Description

### — Who are we?

The Illuminated Life School Network cultivates a loving community where diverse young people develop their unique genius, forge compassionate connections to others and master 22nd century skills, equipping them to thrive with meaning and purpose throughout their lives. We are committed to all of our students becoming anti-racist leaders who dismantle systems of oppression and realize racial justice throughout the world. Our schools are anti-racist organizations eradicating institutional racism in education, working in solidarity towards the liberation of Black, Indigenous, People of Color.

### What are we looking for?

Illuminated Life School seeks a bilingual (Spanish/English) Champion of Abundance (Fundraising Manager) who believes in and supports our mission, vision, values, and commitment to racial justice. (Please visit our website at [illuminatedlifeschool.org](http://illuminatedlifeschool.org) to learn more.) You will be responsible for all fundraising initiatives, planned giving and donation strategies, grant opportunity identification and writing, and cultivating relationships with donors. We believe in breaking the status quo and trying innovative new practices, and we encourage you to embrace innovation in this role. Your fundraising efforts will empower Illuminated Life School to open its first school in Humacao, Puerto Rico, in August 2022, and launch our virtual school worldwide.

### Who are you?

We believe that you can be successful in this role if you have experience in comprehensive fundraising methods, grant writing, and identifying sources of funding for nonprofit organizations. You have evidence of meeting organizational fund-raising goals, managing special events, and acquiring grant awards.

You will likely have the biggest impact if you value connection and can facilitate a donor experience that connects donors' personal values to our mission and guides donors around any perceived obstacles. You are amazing at building relationships, especially with your style of communication and through your confidence in public speaking. You thrive under high pressure and are flexible with frequent changes to your workflow, but also maintain balance and prioritize your own wellbeing.

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### What will you do?

- You will find and build relationships with major gift donors and facilitate their donor experience. This includes supporting our Founder in engagement activities, planning, and communication.
- You will plan major giving programs and fundraising events, including leading the marketing strategy that promotes our mission, vision, and values. You will lead the design, strategy, and implementation of these programs.
- You will identify grant opportunities and be responsible for the creation and completion of materials, applications, and reports to secure funds.
- You will support our Board by providing updates and metrics as they relate to fundraising and provide the Board with necessary reports. You will regularly assess our fundraising needs and provide expertise on a plan for the Board to meet its financial goals.
- You will manage a donor database and ensure our donors receive customer service through gratitude and responsiveness. This includes tracking in-kind donations.
- You will create major gift proposal documents and collaborate with team members to develop marketing materials for fundraising opportunities.
- You will coordinate volunteers involved in fundraising efforts in collaboration with a team and delegate tasks.
- You will support and engage in our shared work to grow as anti-racist leaders and examine your own biases to ensure culturally-responsive and anti-racist philanthropy.



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### — How will the position be structured and compensated?

This position is based in Humacao, Puerto Rico. It is a 20 hour a week role with flexible hours, for an independent contractor under a three-month contract. We will evaluate at the end of three months to determine the potential of continued partnership and an increase in hours and pay. The pay rate for this position is \$15-\$20 an hour, depending on experience.

### Would you like to join us?

To apply for this position, please use the following link to complete an application: [Champion of Abundance Application](#). Please note, we'll review applications and resumes as they are submitted and close the first round of the process on October 6th, 2021. Selected candidates will be invited to an online interview with members of the Leadership Council.