

Title: Fundraising Manager, Fund for Education Abroad (FEA)
Job location: Remote (required travel 2-3x/year to DC) or Washington, DC metro area
Supervisor: Executive Director
Salary: \$62,500-\$72,500 annually + benefits (commensurate with experience)
Start Date: July 2026 (flexible)
Apply here: <https://forms.gle/j4Q4vSE7vCtuir838>

Position Summary:

The Fundraising Manager will support the fundraising and development efforts of the Fund for Education Abroad by managing donor relationships, executing annual giving strategies, assisting with major gifts, coordinating fundraising events, developing donor and partner communications, engaging with FEA alumni to create impactful development collateral, and maintaining donor data to advance the organization's mission and financial sustainability.

Essential Duties & Responsibilities:

- **Donor Cultivation & Stewardship:** Manage a portfolio of donors and prospective partners, develop personalized engagement plans, secure gifts, and ensure timely stewardship. Collaborate with Executive Director to make successful asks and engage with donors & funders.
- **Annual Giving:** Develop and implement multi-channel appeals (mail, digital) for new, renewing, and lapsed donors, focused on recurring giving.
- **Funder cultivation:** Research funders, draft proposals/reports, collect data, and manage the fundraising calendar.
- **Event Management:** Plan and execute key fundraising events, including the annual FEA Scholar Gala in Washington DC. Arrange and oversee logistics, promotion, and sponsorships.
- **Corporate/Community Relations:** Identify, research, and build relationships with corporate sponsors and community partners, including prospective Access Partners.
- **Database Management:** Maintain accurate donor records in CRMs, DonorPerfect, Scholarship Manager, and GiveWP, and generate reports to further development strategy.
- **Communications:** Collaborate with Executive Director and Program Manager on donor communications, campaign materials, and impact stories.
- **Supervisory:** Manage interns and work collaboratively with Trustees & FEA staff to execute fundraising activities and administration.

Minimum Qualifications:

- **Experience:** A Bachelor's degree (or equivalent) in any field with 2+ years post-baccalaureate experience in nonprofit fundraising, donor relations, and/or development. Proven track record of partnership development and/or donor cultivation.
- **Skills:** Excellent written/verbal communication, organization, fundraising campaign management, interpersonal, and research skills.
- **Attributes:** Highly organized, detail-oriented, collaborative, mission-driven, comfortable with diverse donor interactions (virtual/in-person).
- **Time management:** Self-starter with the ability to take initiative and operate with minimal supervision.
- **Technical:** Proficient with MS Office, Google Suite, Canva, and donor databases (e.g. DonorPerfect and GiveWP)
- **Event Management:** Prior experience planning, organizing, and executing events

Key Competencies:

- **Communication & Storytelling:** Clear, warm, persuasive writing (emails, proposals) and verbal skills to articulate the mission and engage donors emotionally and logically.
- **Relationship Building & Stewardship:** Nurturing trust, understanding donor motivations, creating personalized engagement, and fostering long-term loyalty.
- **Teamwork:** Sense of humor, flexibility, willingness to “roll up your sleeves” and do what’s needed to make a small team succeed.
- **Time management & remote work:** Ability to work effectively without direct, in-person supervision. Proactively manages daily tasks, maintains high productivity in a virtual environment, and utilizes digital tools (e.g., Zoom, Asana, Teams) to foster collaboration across distances.
- **Research & Data Analysis:** Identifying prospects, analyzing donor behavior, using CRM/donor software, and spotting opportunities.
- **Strategic Thinking:** Planning fundraising campaigns, setting goals, aligning outreach with organizational objectives, and identifying key selling points.
- **Project & Event Management:** Planning and executing fundraising events and managing fundraising campaigns efficiently.
- **Resilience & Persistence:** Handling rejection, maintaining motivation, and following up effectively.
- **Integrity & Transparency:** Acting with honesty, respect, and consistency to build trust.

About the Fund for Education Abroad

The work we do: The Fund for Education Abroad (FEA) supports U.S. students with financial need who face barriers to participation in education abroad. FEA has awarded \$5.3 million in scholarships & funding to more than 1,550 scholars since its founding in 2010. The only national non-profit (501(c)(3)) study abroad scholarship provider funded exclusively through philanthropy, FEA supports students from across the US through scholarships and programming. FEA has received the Platinum Seal of Transparency from Candid, and was awarded the [2023 Organizational Champion Award by Diversity Abroad](#), the 2020 [Innovation in Diversity Award](#) by [GoAbroad.com](#), the 2019 [Scholarship Provider of the Year Award](#) by the [National Scholarship Providers Association](#), the 2015 [Excellence in Diversity & Inclusion in International Education \(EDIIE\) Award](#) by [Diversity Abroad](#), and the 2015 [Innovation in Philanthropy Award](#) by [GoAbroad.com](#). Check out our social media presence on [Facebook](#), [LinkedIn](#), and [Instagram](#).

About our team: We are often referred to as a “tiny but mighty” team—and that’s 100% accurate. We are currently a bicoastal team of two, and the Fundraising Manager will make us a team of three full-time employees. We welcome 1-2 interns a semester, and we are also supported by our governing Board of Trustees, which represents a wide array of sectors and fields. We are excited about building our team and the opportunity for growth in this role. Our new team member will be someone who thrives in dynamic mission-based work, feels comfortable representing FEA and providing visibility to the organization, can work independently and remotely, knows when to call on our team for support, is willing to “roll up their sleeves” with us to grow FEA’s impact, and is flexible and a strong team player.