



## Manager of External Relations

BES is a national non-profit organization that identifies and prepares excellent leaders to transform education in their communities. From school founders and executive directors, to operations leaders, deans of students, and directors of curriculum and instruction, BES trains leaders to build schools, to ensure their schools excel, and to sustain their results over time. Since 1993, BES has prepared leaders to found more than 195 schools in 46 cities across 21 states and Washington, DC, educating more than 63,000 students each year. 82% of these students qualify for free or reduced lunch, and 94% identify as students of color. In all, BES has trained more than 2,500 leaders to found, lead, and grow schools that reflect and respond to the needs of their communities.

BES is looking for a Manager of External Relations to join our team. The Manager of External Relations is responsible for ensuring all BES relationships with program alumni, funders and partners (current and prospective) are effectively managed by the BES team so BES can accurately measure our impact and properly steward these individuals and organizations to expand our reach. The Manager of External Relations reports to the Director of Development.

### Headline Responsibilities:

*The Manager of External Relations is responsible for:*

- Managing Information:
  - Develop, improve, and maintain systems and databases to track all touchpoints and next steps for relationships with BES alumni, funders, and partners to ensure relationships are prioritized properly for the BES development and strategy team to expand our reach and impact in collaboration with program operations.
  - Assist the Director of Data Analytics to maintain and update the BES roster of schools founded by BES Fellows and organize responses from annual impact survey.
  - Other projects to organize and analyze information regarding BES alumni as needed (such as job transitions of BES alumni).
- Researching:
  - Conduct research for new regions for the BES Fellowship and assess their viability in terms of funding landscape with guidance from the Director of Strategic Partnerships and Director of Development.
  - Conduct prospect research to identify new local and national funders to ensure BES meets our annual fundraising goals.
- Managing Relationships:
  - Support the Director of Development and Director of Strategic Partnerships by creating pre- and post-meeting notes and drafting outreach emails.



- Maintain a calendar of donor/partner stewardship and set up senior-level team members to steward donors/partners.
- Continuously Improving:
  - Continuously improve on strategies and responsibilities, in alignment with [BES beliefs](#), the BES strategic plan, and our values of continuous growth and learning, intentional results, valuing all voices and identities, integrity and respect, and clear and candid communication.

### **Required Skills, Experience, and Competencies:**

*The ideal candidate for the Manager of External Relations has had at least two years of relevant experience.*

- Organizational Skills: Organized and detail-oriented, has an ability to simultaneously handle a variety of projects and complex tasks, and has disciplined systems to manage information.
- Proven Independent Leader: Has a track record of meeting deadlines and prioritizing work and has the patience and tenacity to complete online research consistently. Knows how to successfully manage up and across an organization to get relevant information and drive strategies.

### **Preferred Skills, Experience, and Competencies:**

- Experience using a customer relationship management system, such as Salesforce.

### **Other Requirements:**

- 10-20% travel (when safe and practical to do so)
- Can be based anywhere in the United States

### **Compensation:**

- BES offers a competitive salary and benefits package, which includes medical and dental coverage, a 401(k) contribution match, paid time off, paid parental leave, and the ability to work remotely. The 2021-22 salary range for the Manager position grade at BES is \$56,250 - \$77,250.