

# MATRICULATE

Manager, Revenue  
New York, NY

<b>Position:</b>	Manager, Revenue
<b>About Matriculate:</b>	<p>Matriculate’s mission is to empower high-achieving high school students from low-income backgrounds to make the leap to our nation’s top colleges. Our vision is that one day all the best students in America will have access to and be supported at top colleges—regardless of their income or background—which will give them a unique opportunity to change the trajectory of their lives and the lives of their families.</p> <p>Matriculate empowers teams of undergraduates to provide free virtual college advising to high-achieving high school juniors and seniors from low-income backgrounds. Equipped with more than 50 hours of training, undergraduate Advising Fellows provide the information, guidance, and support that these high school students need to apply to, gain admission at, and excel in the best institutions. Matriculate is working to build an America in which all talented students have a fair shot at top colleges and universities long reserved primarily for the elite.</p> <p>Matriculate is a founding partner of Bloomberg Philanthropies' college access and success initiative called CollegePoint, which aims to help as many as 65,000 students to apply to, enroll in, and graduate from the best colleges and universities.</p>

**Position Overview:**

Matriculate seeks a strong candidate to serve as a Manager of Revenue. The Manager of Revenue will oversee identification and cultivation of individual donors, design and implement communications campaigns, and actively seek opportunities for Matriculate to build its brand on national platforms.

This position requires drive and passion for our mission, paired with a focus on building robust relationships with individual donors to ensure a sustainable flow of revenue from high net worth individuals. The successful candidate will thrive in a highly collaborative environment, have an appetite for building creative engagement plans catered to the interests of individual funders, possess excellent time and project management skills, and be committed to cross-functional alignment across all Matriculate teams.

The Manager of Revenue will report to the Director of Revenue and directly manage the Associate of Revenue and semesterly Development Intern.

This is a full-time position with a competitive salary and benefits package.

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**Position  
Responsibilities:**

**The Manager of Revenue's responsibilities include:**

**Fundraising**

- Contribute to the goal of raising \$7m+ yearly from individual donors
- Identify, cultivate, and solicit current and new individual donors and manage portfolio tracking timely and accurately in Salesforce
- Plan and execute individual meetings, introductory conversations, and virtual mailings with relevant program updates
- Plan and execute events to spread the word about Matriculate and build a national network of supporters
- Design and implement membership networks for major donors, including annual benefits and consistent engagement opportunities
- In partnership with senior staff, engage Board of Directors in fundraising strategy
- Create fundraising and engagement opportunities for program alumni and young professionals
- Support Board operations and prepare slides for quarterly Board meetings

**Communicating Matriculate's mission and impact clearly and consistently**

- Craft and refine pitch materials
- Engage and partner with program participants to create compelling narratives about Matriculate's work and impact
- Partner with colleagues to create and disseminate compelling materials and organizational updates

**Team support and development**

- Foster a collaborative team environment; support other team projects as necessary
- Deepen professional development and continuous learning with colleagues
- Create moments for cross-collaboration with program team members

<p><b>Candidate Qualifications:</b></p>	<p>The ideal candidate will have:</p> <ul style="list-style-type: none"> <li>· A deep commitment to Matriculate’s mission and organizational values.</li> <li>· A bachelor’s degree.</li> <li>· Two or more years of professional experience with demonstrated success ideally in fundraising, development, external communications, or partnership building</li> <li>· Experience with Salesforce or another CRM is preferred</li> <li>· Ability to present data and outcomes in external materials clearly</li> <li>· Demonstrative initiative and flexibility</li> <li>· Strong leadership, interpersonal, and communications skills</li> </ul>
<p><b>Location and travel:</b></p>	<p>We have a flexible, hybrid model for NYC-based staff. Employees in other areas are fully remote.</p> <p>Willingness to travel domestically, potentially up to 15% for meetings with individual donors.</p>
<p><b>Compensation:</b></p>	<p>Salary range of \$65,000 - \$74,750, commensurate with experience. In addition, Matriculate offers a comprehensive benefits package.</p>

**To Apply:**

Submit an email with the following details and attachments to [careers@matriculate.org](mailto:careers@matriculate.org).

- Update the subject line to: "Revenue, Manager – [your name]"
- Attach PDF versions of your cover letter, resume, and a nonfiction writing sample

Applications that are not submitted in accordance with these instructions or are missing documents will be deemed incomplete and will not be considered.

All applications will be reviewed on a rolling basis until the role is filled.

*Matriculate is committed to partnering with communities of staff, high school students, and undergraduate Advising Fellows to foster a diverse, equitable, and inclusive organization. We seek team members who will be active contributors to advancing and sustaining a culture in which all lived experiences are welcome.*

*We are committed to creating a diverse environment and are proud to be an equal opportunity employer. We are committed to maximizing the diversity of our organization.*

*All qualified applicants are encouraged to apply.*