

Job Title: Development Coordinator

Location: Arnold, PA (Hybrid opportunities available)

Employment Type: Independent Contractor (Commission-Based Only)

Reports To: Executive Director

About the Teach from DeHart Foundation

The Teach from DeHart Foundation is a mission-driven, for-profit educational enterprise committed to expanding access to transformative learning experiences. We support schools, families, and communities by offering high-quality curriculum, programming, and strategic partnerships that blend academic development with leadership training, financial literacy, and real-world readiness. Through our work, we aim to support generational change by empowering students and their families with the tools and knowledge needed to thrive—both inside and outside the classroom.

The Foundation serves as the for-profit partner to Teach from DeHart Academy, a middle school based in Arnold, PA. Together, we drive scalable impact through innovative education models, community outreach, and collaborative programming.

Position Summary

The Teach from DeHart Foundation is seeking a highly motivated and experienced **Development Coordinator** to assist in leading our efforts in sales, partnership development, and fundraising. This commission-based role is ideal for a results-oriented professional with a proven background in educational sales, strategic outreach, and relationship management.

The ideal candidate will be responsible for identifying and securing new curriculum sales opportunities, building long-term partnerships, and generating funding through grants, sponsorships, and other strategic channels. This position offers a **very generous commission structure** tied to successful sales and funding secured—ideal for someone who thrives in a performance-based, entrepreneurial environment.

Key Responsibilities

- Demonstrates working knowledge of Pennsylvania Educational Improvement Tax Credit (EITC) funding, including identifying eligible donors, aligning programs with EITC categories, and supporting application, compliance, and reporting processes
- Identify and pursue strategic partnerships with schools, nonprofits, corporate sponsors, and philanthropic organizations
- Secure funding through grants, sponsorships, in-kind donations, and educational investment opportunities
- Maintain and strengthen relationships with current partners to ensure retention and long-term collaboration
- Support or lead grant writing and proposal development aligned to program goals
- Represent the Foundation and its programs at community events, virtual engagements, and industry networking opportunities

- Track leads, conversions, and relationship management activities using internal systems
- Collaborate with the Executive Director to align outreach and funding strategies with overall organizational priorities

Qualifications

- Bachelor's degree required
- Minimum of **2 years of experience** in at least one of the following: educational sales, fundraising, grant writing, business development, or nonprofit advancement
- Demonstrated success in securing curriculum sales, large-scale partnerships, or major funding opportunities
- Excellent communication skills—both written and verbal—with the ability to tailor messaging to diverse stakeholders
- Knowledge of the K–12 education sector, curriculum distribution, or educational services is strongly preferred
- Strong interpersonal skills, with the ability to cultivate authentic, mission-aligned relationships
- Self-driven, organized, and entrepreneurial mindset—comfortable operating independently in a performance-based role
- Willingness to work on a **commission-only basis**, with substantial earning potential tied to sales and funding success

Additional Information

- **Compensation:** Commission-only, with a **highly competitive percentage** of funding award directly earned by the strategist
- **Location:** Hybrid, with occasional in-person events or meetings in Arnold, PA
- **Schedule:** Flexible—work at your own pace, manage your own outreach and follow-up, attend evening weekly development meeting

How to Apply

Please send a resume and short cover letter highlighting your experience in educational sales, fundraising, or partnership development to:

Dr. Grant Wentzel, Executive Director

wentzel@teachfromdehart.org