



**Position: Development & Alumni Relations Manager**

Full-time

**Organization Overview:** Breakthrough Twin Cities has a dual mission: 1) to prepare under-resourced students for college success and 2) cultivate the next generation of educators. Breakthrough is a local chapter of a National Collaborative serving more than 500 students and nearly 50 Teaching Fellows across three different sites in the Twin Cities metro for year-round academic enrichment programming.

**Position Summary:** This new position will join a growing support team at Breakthrough Twin Cities and play an integral role in expanding the organization's fundraising capacity and alumni programming. This position will manage a portfolio of individual donors and alumni. The position will plan, direct, and implement the Annual Fund program and support Breakthrough's annual fundraising event. There will be a strong focus on building a major gift pipeline and expanding meaningful donor and alumni engagement. The position will create plans and strategies for building relationships with alumni and volunteers. The ideal candidate must be a self-starter with excellent communication and interpersonal skills that are used to persuasively convey the mission of Breakthrough to prospective and existing donors and funders. There must be a desire to learn and grow alongside a team interested in applying a racial equity lens to all aspects of our work.

Reports to: Director of Development

**Responsibilities**

- Assist the Director of Development and Executive Director in establishing annual revenue goals and strategies and play a central role in achieving these goals.
- Develop and maintain productive, positive working relationships with other staff members.
- Become an expert on Breakthrough's programmatic needs for effective donor and alumni stewardship, using available resources and opportunities.
- Proactively lead the identification/qualification, cultivation, solicitation, and stewardship for donors, alumni, and prospects.
- Organize and execute strategies for a multichannel Annual Fund campaign.
- Create, organize, and host donor and alumni cultivation events and activities.
- Lead volunteer management and recruitment for the organization.
- Assist with the planning for Breakthrough's annual fundraising event.

### **Skills and Qualifications**

- Bachelor's degree or equivalent work experience
- Enjoys building and managing relationships with a wide variety of stakeholders
- Experience with individual gift fundraising, alumni relations, and volunteer management
- Prior experience working with high-capacity individuals and passion for working in workforce development and/or education
- Proven verbal, written, and presentation skills; confidence in public speaking
- Ability to work independently and with excellent judgment, discretion, and sensitivity to confidential matter
- A high degree of initiative and attention to detail; ability to manage and prioritize multiple projects and deadlines
- Experience supporting both large and small events
- Proficiency in using donor software/database programs, preferably Salesforce
- Maintain a level of flexibility with all staff, aiding others as appropriate
- Comfort and skill in reconciling differences of opinion, acknowledging and resolving conflict, and strengthening or building consensus
- Knowledge of the local philanthropic landscape and willingness to travel within the Twin Cities metro area to meet with donors and alumni

### **Terms of Employment**

**Work Hours:** This position is a full-time, non-exempt position, 40 hours a week, with a flexible schedule and occasional evenings and weekends.

**Work Location:** In the pandemic, the staff is primarily working remotely. This position is expected to be in the office two days a week at our headquarters at Mounds Park Academy (2051 Larpenteur Ave E) and more frequently during busy seasons. There are some off-site events, and access to a car or reliable transportation is necessary.

**Compensation:** \$60,000 to \$70,000, depending on experience and qualifications.

### **To Apply**

Send an email to [ktucker@breakthroughtwincities.org](mailto:ktucker@breakthroughtwincities.org) with the subject line "Development & Alumni Relations Manager" and attach a current resume and cover letter. Review of applications will start immediately and rolling until a candidate is hired. For priority consideration, please submit before November 26, 2021. Breakthrough Twin Cities is an Equal Opportunity Employer seeking candidates whose backgrounds align with our students.