



Position: Development & Communications Associate

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 and 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: The Development & Communications Associate is responsible for supporting the work of the Support team with a particular focus on fundraising, communications, and operational support. The role will help support fundraising activities around the annual fund, annual benefit, and maintain the grants calendar. Implementing a comprehensive marketing and communications plan will play an integral part in this role. This position will support the Executive Director in meeting the Board of Directors' needs, board committees, and functions. Additionally, this position provides overall office management for Breakthrough Twin Cities.

Reports to: Director of Development

Responsibilities

- Lead administrative support to the Executive Director and Director of Development, including managing Support Team calendars and preparing for meetings.
- Provides support for Board of Directors and Board Committee meetings with scheduling, meeting production, minutes, and Board documentation.
- Supports financial management in processing contracts, invoices, reconciliations, reimbursements, credit card, and bank transactions.
- Assists in the overall management of the annual spring benefit. Works in tandem with the Director of Development and volunteer committee to support all event activities.
- Oversee grant reporting, as well as management of the grants process. Assist and lead with corporate, foundation, and government grant applications.
 - Occasionally prepare and submit letters of inquiry, grant proposals, other materials, and funding reports to new and existing contributors, resulting in the new and ongoing support of the organization.
 - Oversee development and maintenance of grant records and deliverables.
- Collaborate with Support and Program Teams to promote donor engagement and cultivation events.

- Accountable for maintaining accurate demographic, individual donor, and financial records in Salesforce.
- Design and execute external communication and marketing strategies. Organize, maintain, and implement communications-related plans, brand collateral, reports, files, and archives. Implement the Breakthrough Twin Cities brand.
- Performs other duties and assumes other responsibilities as requested or as deemed necessary for the organization's efficient operation to fulfill the mission of Breakthrough Twin Cities.

Skills and Qualifications

- High School Diploma or G.E.D
- High proficiency with Microsoft Office Suite
- Strong organizational, analytical, and critical thinking skills
- Ability to work effectively with a diverse group of people
- Capacity to balance multiple competing priorities, complex situations, and tight deadlines
- Self-motivated, creative, and able to work independently and as part of a team
- Strong written and verbal communications
- Commitment to confidentiality in all aspects of the position
- A sincere commitment to Breakthrough's mission and the willingness to be a visible, enthusiastic brand ambassador

Preferred Qualifications

- Post-secondary education preferred
- Experience with Salesforce, Adobe Creative Suite, MailChimp, Word Press, and HTML preferred
- Experience within a nonprofit or school setting

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 one day a week at our headquarters at Mounds Park Academy (2051 Larpenteur Ave E) and more frequently once others return to the office. There are some off-site events. Access to a car or reliable transportation is necessary.

Compensation: \$42,000 - \$47,000, depending on experience and qualifications.

To Apply

Send an email to ktucker@breakthroughtwincities.org with the subject line "Development & Communications Associate" and attach a current resume and cover letter. Priority will be given to applicants who submit these before February 22, 2021. Breakthrough Twin Cities is an Equal Opportunity Employer that seeks candidates whose backgrounds align with those of our students.