



Development and Operations Associate

Organization Description

Breakthrough Twin Cities (BTC) is an independent 501(c)(3) non-profit with a dual mission: 1) prepare under-resourced students for college success and 2) cultivate the next generation of educators. BTC operates from two sites in the Twin Cities: Mounds Park Academy) and St. Paul Central High School. Students in our middle school program participate in three consecutive summers of rigorous academic enrichment as they embark upon their six-year path to college. Students are taught by a diverse faculty of college- and high school-aged Teaching Fellows who are exploring the field of education as a career path with training and support from BTC. Students attend Saturday programming monthly throughout the school year to continue building their skills, study habits, and resume. Students complete the program by working one-to-one with a college counselor in 11th and 12th grades. 99.5% of our students graduate high school and are accepted into college. 70% of our Teaching Fellow alumni have impactful careers in education.

Position Description – Development and Operations Associate

This full-time position ensures the smooth functioning of BTC through development, operational, logistical, administrative, and financial support. The role serves to ensure that the Support Team is able to maximize their time and focus to achieve the greatest organizational impact. The Development Associate is responsible for relationship management, development support, schedules, and administrative assistance to prioritize the work of the Support Team. This position will support the Executive Director in meeting the needs of the Board of Directors, its board committees, and their functions. This position provides overall office management for Breakthrough Twin Cities and reports to the Director of Development.

Responsibilities

1. Provides administrative support to the Executive Director and Director of Development including managing Support Team calendars and preparing for meetings by preparing/collecting materials, creating agendas, gathering supplies and refreshments, and coordinating logistics.
2. Provides support for Board of Directors and Board Committee meetings with scheduling, meeting production, and minute transcription.
3. Supports financial management in processing contracts, invoices, reconciliations, reimbursements, credit card, and bank transactions.
4. Assists in the overall management of the annual spring gala. Works in concert with Director of Development and volunteer committee to support for all event activities.
5. Lead grant reporting, as well as management of the grants process. Assist and lead with corporate, foundation, and government grant applications.
 - a. Occasionally prepare and submit letters of inquiry, grant proposals, other materials, and funding reports to new and existing contributors, resulting in new and ongoing support of the organization.
 - b. Oversee development and maintenance of grants records and deliverables.
6. Collaborate with Support and Program Teams to promote stakeholder engagement opportunities such as Visitor Days, and donor cultivation events.

7. Accountable to maintain accurate demographic, individual donor, and financial records in Salesforce.
8. Collaborate with the Director of Development to design and execute external communication and marketing strategies. Organize, maintain, and implement communications-related plans, brand collateral, calendars, reports, files, and archives. Implement the Breakthrough Twin Cities brand.
9. Uses discretion when handling sensitive information and complies with confidentiality practices.
10. Performs other duties and assumes other responsibilities as requested or as deemed necessary for the efficient operation of the organization in order to fulfill the mission of Breakthrough Twin Cities.

Qualifications

- High School Diploma or G.E.D.
- Possess excellent interpersonal and communication skills including a high level of professionalism.
- High proficiency with Microsoft Office Suite. Experience in Salesforce (fundraising/CRM system) a plus.
- Excellent organization & time management skills; ability to prioritize and handle multiple tasks and projects with a focus on achieving results.
- Self-motivated, willing to learn, and highly organized with keen attention to detail.
- Ability to perform administrative duties with speed and accuracy without immediate and constant supervision.
- A sincere commitment to Breakthrough's mission and the willingness to be a visible, enthusiastic brand ambassador.
- Commitment to confidentiality in all aspects of the position.
- Exceptional project management skills including the ability to think independently and critically, manage multiple tasks simultaneously, and meet deadlines in a small, fast-paced environment.

PREFERRED QUALIFICATIONS:

- Post-secondary education preferred.
- Experience with Salesforce, 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: Most work takes place at our headquarters at Mounds Park Academy (2051 Larpenteur Ave E). There are some off-site events such as board meetings, point-of-entry events for volunteers and donors, and fundraising events. Access to a car or reliable transportation is necessary.

Compensation: \$35,000-\$40,000, depending on experience and qualifications.

To Apply:

Send an email to apply@breakthroughwincities.org with the subject line "Development Associate" and attach a current resumé and cover letter. Priority will be given to

applicants who submit these before December 6, 2019. Breakthrough Twin Cities is an Equal Opportunity Employer.