



## **DIRECTOR OF DEVELOPMENT POSITION DESCRIPTION**

### **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 prepare for 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. Breakthrough students attend monthly Saturday programming 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 11<sup>th</sup> and 12<sup>th</sup> grades. 99.5% of our students graduate high school and are accepted into college. 68% of our Teaching Fellow alumni have impactful careers in education.

### **Position Description – Director of Development**

The Director of Development (DOD) will lead strategic efforts to build awareness, steward impactful relationships, and enhance philanthropic support (individual, corporate, and foundation donors) for Breakthrough Twin Cities during a period of organizational growth and expansion. The Director of Development will work closely with the Executive Director (ED), the Board of Directors (BOD), Support Team, staff, and volunteers to design and execute an ambitious, multi-year fundraising strategy. This effort will secure the organizational resources needed to serve more students and aspiring educators in the Twin Cities.

This person must cultivate existing and future donor relationships, as well as skillfully manage development operations. The DOD will manage their own portfolio of donors, manage the Development staff, as well as a part-time contract grant writer. This includes direct and oversight responsibilities related to donor engagement, major gifts, marketing and communications, and grants management and reporting.

The Director of Development will build philanthropic support, extend brand awareness, and steward impactful relationships for Breakthrough Twin Cities. This position also supports the ED, the BOD, and board committees with revenue reporting and forecasting. This leader must have a proven track record of results in fundraising, experience developing relationships with donors and colleagues, and energy to build a coalition of supporters with the ED, BOD, and staff in a fast-paced environment. The DOD must demonstrate passion for educational equity, college preparation and access, and teacher training and development. The BTC staff is committed to ongoing work in diversity, equity, and inclusion, so applicants should be open to learning and growth in these areas. This position reports to the Executive Director.

## **Responsibilities**

### Fundraising Financial Management and Operations

- Develop and manage BTC fundraising budget consistent with goals, objectives, activities, and outcomes as well as expense and revenue projections set forth in annual plans and in a three-year strategic development plan.
- Oversee the grants management process for corporations and foundations, including identifying and prioritizing grant opportunities, meeting submission deadlines, coordinating site visits, communicating with foundation staff, and filing required grant and financial reports.
- Manage all development consultants, vendors, and contracts to ensure execution of defined responsibilities, high quality performance, attainment of key outcomes, and value proposition for services provided to BTC.
- Ensure Support Team utilization of donor management software (Salesforce) to track donor cultivation efforts, record contribution activity, acknowledge gifts, and reconcile with BTC's accounting records.
- Liaise with data management consultant to ensure BTC has the data needed to make sound strategic decisions and report to stakeholders.

### Strategic Development Planning, Analysis, and Leadership

- Partner with Executive Director, Board, Staff, and Key Partners to lead the design, implementation, and continuous evaluation of a three-year strategic development plan with annual development objectives that will grow annual giving from \$1 million to \$1.5 million and progress towards building sustainable revenue sources.
- Collaborate with ED, BOD, and Staff to develop a strong culture of philanthropy and gratitude empowering the entire BTC team to enhance donor engagement significantly increasing size and number of gifts.
- Oversee research on new or additional funding sources, major donors, and trends.
- Track and analyze portfolio activity and provide regular updates to the Executive Director and Board of Directors, working closely with the Support Team to ensure data integrity while conducting sound data analysis and continuously improving team strategy.
- As team grows, take on additional responsibility such as hiring, managing, training, and planning professional development for team members.
- Ensure the timely and cost-efficient orchestration of one major benefit event.

### Relationship Building and Stewardship

- Design and execute engagement and stewardship plans. Create and/or revise infrastructure, systems, best practices and processes to develop and steward relationships with current and prospective individual, corporate, and foundation donors.
- Maintain and oversee strong relationships with and increase contributions from current and former staff, board members, Teaching Fellows, students and families, and alumni.

- Partner with the ED, BOD, and BTC team members to engage donors throughout the entire donor cultivation cycle; sharing information, best practices, and lessons learned to strengthen organizational fundraising efforts and tactics.
- Strategize, coordinate, and execute timely, accurate, and compelling interactions with major donors in partnership with the ED and in some cases BOD. Develop and launch comprehensive major donor initiatives as well as move management strategies for growing portfolio of campaign, events, and annual giving, as well special and major gifts to planned giving.
- Leverage deep understanding of donors and prospects to support BTC marketing to create and deliver compelling and meaningful communications (monthly e-newsletters, social media posts, proposals, reports, semi-annual campaigns, etc.) and events (annual gala, info sessions, Visitor Days, volunteer initiatives, etc.) that authentically engage donors, prospects, and volunteers in BTC's work.
- Engage and support the BOD External Affairs Committee.

### **Education and Experience**

- Bachelor's degree required. Master's degree or equivalent broad-based training and successful experience in development and fundraising preferred.
- 5+ years of relevant experience with progressing team leadership responsibilities in philanthropy, nonprofit fundraising, corporate social responsibility, marketing, and/or business development required.
- Experience with development software, Salesforce, Google Drive, Microsoft Office, desktop publishing, social media, and web-based systems.
- Data-informed decision-maker that understands the benefits of sound research and metrics as well as underlying assumptions and implications.
- Strong preference for candidates familiar with the philanthropic community in the Greater Twin Cities Metropolitan area and/or Minnesota, and a proven track record for noteworthy results.

### Qualifications

- Knowledge of fundraising principles and processes with a proven record of achieving ambitious development goals within emerging organizations experiencing significant growth.
- An effective leader capable of managing both big picture development strategy as well as the hands-on implementation of that strategy and operational processes.
- Exceptional interpersonal, cultural competency, writing, and oral presentation skills.
- Highly organized and detail-oriented with ability to initiate and multi-task while demonstrating impeccable follow through on ideas and projects.
- Passion for educational access, equity, and reform as well as the success of diverse and economically disadvantaged young people within an urban education environment.
- Ability to work effectively with a wide variety of personalities, ages, and situations requiring diplomacy, friendliness, poise, and firmness. A demonstrated ability to work

with board members, volunteers, and community stakeholders to provide strong fundraising support.

- Past supervisory experience, especially with direct reports who support in executing a plan.
- A strong work ethic and enthusiasm for a fast-paced work environment within a growing non-profit organization.
- A commitment to learning how to be more equitable and inclusive individually and helping Breakthrough do so as an organization.
- Access to reliable transportation (travel is expected within the Twin Cities metro area)

### **Terms of Employment:**

Work Hours: This position is a full-time, exempt, salaried position with medical and dental benefits, retirement match, flexible schedule, and occasional evenings and weekends.

Work Location: Remotely until safe to resume work at our headquarters at Mounds Park Academy, 2051 Larpenteur Ave E, St. Paul. 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 required.

Compensation: \$75,000 – \$95,000 annual salary, depending on experience and qualifications. Medical and dental benefits; 401k plan with partial matching also available.

### **To Apply:**

Send an email to [apply@breakthroughtwincities.org](mailto:apply@breakthroughtwincities.org) with the subject line "Director of Development" and attach a current resumé, cover letter, and three writing samples (such as grants, appeals, marketing work, etc).

Priority will be given to qualified applicants who submit all materials before September 7, 2020. Breakthrough Twin Cities is an Equal Opportunity Employer.