



Job Title: Associate Director of Development

Hire Date: Early 2021

ABOUT BREAKTHROUGH CENTRAL TEXAS

Founded in 2002, Breakthrough is a postsecondary access and completion nonprofit with the mission of supporting students to become first-generation college graduates. We start our partnership with students and their families early, in sixth grade, and make a 12-year commitment to helping the student realize their goals of a postsecondary degree. By combining out-of-school learning experiences, advising, and a long-term commitment, we help students overcome barriers to success in the secondary and higher education system. We are student-centric, believing firmly in the potential of all students, regardless of race, ethnicity, gender identity/expression, sexual orientation, national origin, income, or immigration status. We are committed for the long run with students, helping them navigate the transition from middle school to high school to postsecondary institutions with a comprehensive and individualized approach to supporting students on their path to academic success. Breakthrough's programs and services are effective and based in the evidence of research and in the lived experience of our students. Currently, Breakthrough Central Texas annually admits 280 middle school students from Austin ISD, Manor ISD, and Del Valle ISD and serves more than 2,000 students from 6th grade through age 24.

Breakthrough Central Texas is proud of the many, diverse students who work hard in school and participate in Breakthrough. Credit for their success goes first and foremost to the students and the family members who support them every day. While Breakthrough participants are consistently outperforming their peers in on-time high school graduation, postsecondary enrollment, and postsecondary degree and certificate attainment, the organization recognizes that more needs to be done to improve its programs and services. By 2025, Breakthrough will be serving more than 3,000 students in Central Texas and it is investing in improving the organization's effectiveness and efficiency while expanding its impact.

WHY WORK AT BREAKTHROUGH CENTRAL TEXAS?

By working for Breakthrough Central Texas, you will help hundreds of students achieve their dreams of success and receive the high-quality education they deserve. Breakthrough is an organization committed to its students and recognizes that our greatest resource to support them is our dedicated and talented staff. If you believe all young people deserve the opportunity to achieve postsecondary success and you desire to work at an organization committed to its employees and building the strongest team culture anywhere, then join us!

ABOUT THE ASSOCIATE DIRECTOR OF DEVELOPMENT ROLE

The Associate Director of Development is responsible for leading Breakthrough's annual giving program, including annual giving campaigns, robust donor stewardship, donor and community events, and data management - resulting in sustainable revenue growth for the organization as we work to scale our program by 200% over the next 5 years. The Associate Director of Development works alongside the Director of Institutional Giving (grants), Director of Philanthropy (major gifts), and Director of Corporate Partnerships to collaboratively raise more than \$6million in annual operating dollars.

The right candidate is a proven high performer who wants to contribute to a transformational mission as a key member of our high-functioning development team. You are an experienced development professional with strong supervisory experience, high emotional intelligence, impeccable attention to detail, proven project management skills and extensive data management experience.

Responsibilities:

- Manage all aspects of annual fundraising campaigns (strategy, messaging, segmentation, etc), including but not limited to Amplify Austin, fall campaign and year-end campaign

- Lead donor stewardship strategy for the organization with support of Development Coordinator, including donor engagement calendar, content development, and program innovation, implementation and evaluation
- Supervise Development Associate, including providing comprehensive and meticulous oversight of donor database to ensure accurate data entry, gift processing, reporting and analysis; oversee implementation of new donor database; oversee monthly cash reconciliation process; act as backup gift processor / database administrator as needed
- Craft donor communications including campaign appeals, impact emails and donor correspondence, in coordination with the Communications Department
- Coordinate Breakthrough events, including Honor Roll giving circle events, Experience Breakthrough events and Breakthrough's signature fundraiser –Beat the Odds Benefit concert (oversee contract event coordinator responsible for logistics and project management for BTOB)
- With Chief Development Officer and Director of Philanthropy, identify pipeline of major gift and board prospects through execution of a multi-layered qualification process and detailed analysis
- Lead mid-level donor outreach strategy, including maintaining own donor portfolio
- Maintain a broad and deep understanding of current best practices, rules, policies, guidelines and procedures related to development activities
- Collaborate regularly with fellow team members to ensure successful execution of all development strategies
- Perform other duties required

About you:

- Strong commitment to the mission and values of the organization
- Excellent verbal and written communication skills
- Impeccable attention to detail and ability to develop and improve systems to improve efficiency and effectiveness
- Proven database management & analysis expertise
- Experienced content creator and storyteller
- Strong computer proficiency with expertise in MS Word, PowerPoint, Excel and donor databases
- Highly organized with the ability to multi-task and deliver commitments in a timely manner
- Ability to work with and motivate a broad spectrum of people
- Ability to supervise and evaluate the work of others
- Ability to work both collaboratively as part of a team effort and independently with minimal supervision
- 5+ years of development experience with increasing responsibility and successful supervisory experience

REPORTING RELATIONSHIPS

The Associate Director of Development will report to Chief Development Officer. Direct reports will include the Development Associate.

COMPENSATION & BENEFITS

- Competitive salary commensurate with experience and qualifications. Salary range begins at \$64,000.
- Health, dental and vision insurance, Breakthrough pays 100% of employee premiums
- Matching 401K retirement plan
- Generous PTO and leave policy

TO APPLY

Please submit your resume, tailored cover letter, and salary requirements to openings@breakthroughctx.org. Breakthrough Central Texas is committed to a policy of equal treatment and opportunity in every aspect of its relations with its applicants,

staff members, and families, without regard to race, color, ethnicity, religion, gender identity/expression, sexual orientation, national origin, disability, age, military, pregnancy or parental status.