

Development Operations Manager



Breakthrough Collaborative is a national leader in educational equity. The Breakthrough model provides college preparation support for students from under-resourced communities – starting in the critical middle school years – and prepares the next generation of diverse leaders with training to advance in the field of education.

With over 40 years of experience and a network of over 40,000 alumni, Breakthrough operates in 24 communities across the country and serves 10,000 students and 1,200 Teaching Fellows annually. To learn more about Breakthrough and our current initiatives, please visit our [website](#).

Educational equity is central to Breakthrough's mission and equity is one of our organization's core values. We are committed to intentionally creating diverse communities and work to ensure that all identities – particularly Black, Indigenous, People of Color, and those that have been historically marginalized – are represented and supported. As a collective of community-based organizations, we strive to see the identities of the communities we serve reflected across all levels of the organization.

The Opportunity

Breakthrough is seeking an enthusiastic and motivated Development Operations Manager based on experience to support operations related to all national fundraising initiatives, with a focus on the organization's Individual Giving Portfolio. The Development Operations Manager supports fundraising activities encompassing annual giving, special appeals, events, third party initiatives, corporate sponsorship, individual giving, and day-to-day administrative development tasks. We're looking for a teammate who is a rock star in Salesforce and able to innovate, operate independently, and initiate change, while simultaneously operationalizing and executing on existing development strategies.

This position reports to the Director of National Philanthropy with additional mentorship from the Chief Development Officer, and will work closely with the Marketing & Communications team, and collaborate with other members of the National Office. This is a full-time position that will work remotely, with some travel for in-person meetings and events, as needed.

Responsibilities

Fundraising

- Manage all opportunities in donor database, Salesforce, and support donor stewardship system; systematically support moves management Manage all donation data entry, produce donor acknowledgment letters, and maintain letter templates and development files
- Support annual fundraising plan encompassing annual giving, special appeals, individual gifts, fundraisers and volunteer events, third party initiatives, corporate engagement, and social media campaigns
- As the key member of the development team who owns the Salesforce work, the Development

Operations Manager will contribute to fundraising strategies, annual budgets, benchmarks, revenue targets, reporting and return on investments for donors

- Help plan and execute new initiatives including key support of the Board's Development Committee
- Support the cultivation and stewarding of stakeholders – members, funders, business, organizations, donors, volunteers, and the general public
- Contribute to pipeline development of prospective funders by researching and identifying new prospects
- Help maintain and support engagement plans for the cultivation and solicitation of prospects
- Assist in managing logistics and overseeing activities for Breakthrough's annual fundraising event
- Conduct regular analysis and reporting for the fundraising plan and associated activities

Organizational Support

- Support the Senior Leadership Team, Board Development Committee, Board of Trustees, CEO, and affiliate stakeholders in the execution of all fundraising plans
- Provide writing, editing, and proofreading support to team
- Basic support and troubleshooting for communications and fundraising platforms
- Support special projects as assigned
- Attend and present at Breakthrough conferences, trainings, and meetings

Qualifications

While no one individual will possess all of the desired qualifications, we are looking for a candidate who is committed to educational equity and Breakthrough's mission, and possesses the appropriate and necessary blend of the following:

Educational & Work Experience

- Relevant post-secondary degree required
- 3-4 years of experience planning and executing fundraising initiatives strongly desired
- Experience working within a non-profit and as a working as a member of a remote and geographically dispersed team and across time zones

Skills

- Salesforce experience required, with ability to enter data, generate reports, and operate on or near a Super User level; and knowledge of other fundraisings tools and platforms
- Working knowledge of how to read and create monthly financial reporting to support the finance team with reconciliation
- Excellent organizational and administrative skills
- Exceptional verbal and written communications skills
- Demonstrated proficiency with MS Office and Google Suites, virtual technology platforms, project management software like Asana and Mailchimp or similar email platform
- Innovative, creative problem solver

Values

- Deep commitment to educational equity and Breakthrough's mission
- Commitment to building community and growing relationships virtually as a member of a remote team
- Eagerness to learn and grow with the organization

Our Team

The Development Operations Manager is a member of Breakthrough's National (headquarters) team of approximately 20 people. The National Office supports the work of Breakthrough's affiliates and works in service of our mission. The National Office provides leadership, resources, and support in the core areas of program development, standards, evaluation, affiliate capacity building, professional development, brand management, and fundraising.

Compensation & Benefits

The compensation for this position is commensurate with experience and expertise. We offer health benefits, a 401k retirement contribution, and a generous paid time-off policy.

To Apply

Please submit a thoughtful cover letter and resume that outlines how your skills and experiences meet the qualifications of the position through this URL: <https://breakthrough.tfaforms.net/306616>.

Applications will be reviewed on a rolling basis. We hope to begin the onboarding process in late August.

Breakthrough Collaborative is an equal opportunity employer and makes a particular effort to recruit candidates from all backgrounds.