

## FUNDRAISING DEVELOPMENT MANAGER



Breakthrough Collaborative, founded in San Francisco in 1978, is an innovative educational organization based on the inspiring principle of “students teaching students” and “teachers training teachers.” This unique collaborative model of instruction unlocks the extraordinary potential of first-generation college students and aspiring educators to learn, grow, and transform their own lives and their communities. Our dual mission is to increase the academic opportunities for highly-motivated, underserved students and to inspire and develop the next generation of transformative teachers and leaders.

Today, Breakthrough is comprised of 25 affiliates serving more than 9,000 students each summer and training over 1,000 undergraduates to teach in our academically rigorous six-week summer program. To learn more, visit [www.breakthroughcollaborative.org](http://www.breakthroughcollaborative.org).

### The Opportunity

*A strong growth opportunity to expand Breakthrough’s Bay Area development department and support national initiatives, with expert supervision and mentorship provided to a motivated candidate. Ideal position for a big-picture thinker who can operationalize plans effectively. Must be able to innovate and instigate change while remaining connected to team goals.*

The Fundraising Development Manager will join an energetic and collaborative team during an exciting time of change and growth. The position supports fundraising activities encompassing annual giving, special appeals, events, third party initiatives, corporate sponsorship, individual giving, and social media campaigns. This person will help engage the Bay Area community as well as support expanded national fundraising efforts.

This position reports to our Director of National Philanthropy, will supervise a Development Associate and collaborates closely with administrative and program staff. Two to three years development experience preferred. This position will be based at our National Office in Oakland, CA.

### Responsibilities

#### 1. Fundraising

- Co-create and manage, as directed, an annual fundraising plan encompassing annual giving, special appeals, individual gifts, friendraisers and volunteer events, third party initiatives, corporate engagement, and social media campaigns
- As a key member of the development team, contribute to the development of fundraising plans, annual budgets, benchmarks, revenue targets, and their performance against budget
- Through regular contact, cultivate assigned donors, moving donors along the continuum of giving, with special focus on Bay Area prospects and donors
- Help plan & execute new initiatives including key support of the board’s development committee
- Actively participate in cultivating and stewarding relations with stakeholders – members, funders, business, organizations, donors, volunteers, and the general public
- Help develop a pipeline of prospective funders by researching and identifying new prospects
- Help maintain and support engagement plans for the cultivation and solicitation of prospects
- Supervise donor stewardship system and donor database

- Assist in developing the strategy, manages the logistics, and oversees all activities for Breakthrough's annual fundraising event
- Conduct regular analysis and reporting for the fundraising plan and associated activities

## **2. Community Engagement**

- Participate in activities to strengthen business/community relationships to support fundraising opportunities and increasing Breakthrough Collaborative's community presence in the Bay Area
- Support and participate in Bay Area stewardship and recognition activities to recognize the contribution and impact of donors and volunteers involved in the organization
- Represent Breakthrough in Bay Area business and social activities leading to potential donor relationships

## **3. Public Relations**

- Contribute to the development of engaging communications and fundraising collateral
- Ensure that effective communication tools, processes, and procedures are in place to successfully articulate messages to all stakeholder groups
- Help with basic support and troubleshooting around using web-based solutions and other communication tools for fundraising and stewardship

## **4. Organizational Support**

- Support director of national philanthropy, board development committee, board of trustees, executive director, and affiliate stakeholders in the execution of all fundraising plans
- Provide writing, editing, design, and proofreading support to team
- Provide support to other operations of the organization as required

## **Qualifications**

While no one individual will possess all of the desired qualifications, we are looking for a candidate who possesses the appropriate and necessary blend of the following:

- Minimum 2-3 years of experience desired in planning and executing fundraising initiatives
- Knowledge of the San Francisco Bay Area philanthropic community a strong plus
- Relevant post-secondary degree/diploma (fundraising, marketing, communications, business administration, etc.)
- Commitment to educational equity and Breakthrough's dual mission
- Knowledge of Salesforce Nonprofit Success Pack or other fundraising database a strong plus
- Experience working with volunteers and staff with a wide range of skills, communication styles, and interests within a charitable organization setting
- Demonstrated computer skills, including proficiency in the use of MS Office, internet, social media, office productivity, and publishing tools
- Excellent verbal and written communications skills
- Excellent organizational and administrative skills
- Strong work ethic and integrity
- Must have strong sense of urgency and the flexibility to adjust quickly
- Ability to work collaboratively with both National Office and affiliate staff across the country
- Experience working as a member of a remote or geographically disbursed team
- Innovative, creative problem solver

## Compensation & Benefits

The compensation for this position is commensurate with experience and expertise. We offer competitive health benefits, a 401k retirement contribution, and a generous paid time-off policy. Most importantly, we offer the opportunity to work with an amazing group of smart, dedicated, and fun people!

## 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/306303>

Applications will be reviewed on a rolling basis.

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